26 January 2015

SHOPRITE CHECKERS LIMITED
TRADE CREDITORS GUIDELINES
GHANA SUPERMARKET SUPPLIERS ONLY

INTRODUCTION

The purpose of this document is to communicate the correct procedures for suppliers when submitting documents and to assist in ensuring timeous payment.

SECTION A

1. DELIVERY DOCUMENTS

(i) We will only accept Tax Invoices with deliveries.

(ii) In order for payments to be timeous, we require an **original Tax Invoice** and a **copy Tax Invoice** to accompany all deliveries to our branches. The **copy Tax Invoice** must be retained by the supplier as Proof of Delivery.

(iii) Should your driver present a **Delivery Note** , it will be your responsibility to ensure that this is retained as proof of delivery until such time as a **Tax Invoice** has been submitted to the Divisional Accounts Office to use for payment purposes, which will result in late payment of your Tax Invoice. Some Tax Invoices reads Tax Invoice/Delivery Note. This causes confusion and is sometimes taken in as a Delivery Note which causes a delay in payment. The Tax Invoice should read Tax Invoice only.

2. GOODS RECEIVED STAMP

All supplier deliveries, including deliveries carried out by agents, such as Road Transport and Freight companies requires a Shoprite Goods Received Stamp (GRN) imprint and all the required details completed in full on your Tax Invoice in order to qualify as a **Proof of Delivery (POD)**.

The GRN number is critical and delivery documents without a GRN number will not be accepted and payment will be delayed.

3. DELIVERIES WITH MORE THAN ONE CARTON

(i) Deliveries by agents (e.g. Road Transport) must clearly reflect the **Shoprite Purchase Order Number** on the consignment note or waybill.

(ii) Tax Invoice numbers must also be filled in on the consignment note/waybill and likewise the consignment note/waybill number must also be cross-referenced on the Tax Invoice.

4. ORDER NUMBER

(i) The order number must appear on all delivery documents. Kindly issue only one Tax Invoice per order to avoid delay in payment.

(ii) Stock not ordered or substituted stock will under no circumstances be accepted or paid for.

5. YOUR ACCOUNT

(i) We require that your account is kept in a **current state**. (We regard up to 90 days as current).

(ii) **CMGJ**

(a) The CMGJ is a monthly report of outstanding invoices and unresolved claims, payments (PA) and/or discounts (DI).

(b) All **INVOICES** older than 90 days, as per our report CMGJ, must be cleared by passing a credit note or supplying the relevant Divisional Accounts Office with the require P.O.D. (when requested) within the 90 day period – see Section B point 2.

(c) All **CLAIMS** older than 90 days, as per our report CMGJ must be cleared by passing a credit note or supplying the relevant Divisional Accounts Office with the necessary information that the claim is either invalid, incorrect or that a credit note has already been passed – see Section B paragraph 5.

(d) All outstanding payments and discounts & discount reversals as per our CMGJ report must be cleared by passing a credit with a (PA) for payment on your next statement.

(iii) Non compliance to keep your account current, could result in us not releasing the above reports and also the possibility of your cheque being withheld without any interest liability or penalty (by way of a forfeiture of any discount) to the Company (see Annexure A for more information on the CMGJ report).

(iv) (a) The CMGJ will be available to all registered suppliers on internet (B2B) on a monthly basis.

(b) Those suppliers who are not registered on internet can collect the CMGJ monthly form the Divisional Accounts Office.

(v) The CMGJ will exclude current invoices i.e. the CMGJ for 19 November will exclude invoices for November and October. Only invoices for September and prior will be shown.

N.B. : See Annexure F for procedures to open/import CMGJ or CMPF into Excel.

(iv) **CMGJ and CMPF**

To assist suppliers to identify to which invoice a short- or price claim refers to, the following:

The reference "D" on the CMPF (Annexure E) will reflect the supplier's Invoice number and the reference field "H" will be the claim number. When passing a credit note always use the number in the reference field "H" (Annexure E).

The reference field "F" on the CMGJ will reflect the supplier's Invoice number and the reference field "I" is the claim number. When passing a credit note always use the number in the reference field "I" (Annexure B).

6. PAYMENT METHODS

(i) Cheques must be collected from our Divisional Accounts Office by a person who you have authorized and notified us in writing of such authorization.

(ii) The value of money due will not be given over the telephone as all the relevant information will appear on the remittance advice.

(iii) **Remittance Advices** will under no circumstances be faxed to any supplier. Kindly arrange with the Divisional Office at address Lower Level Office C11, Accra Mall, Teteh Quarshie Roundabout, Accra, Ghana that you either collect your remittance advice, or have it posted to you.

7. B2B

The following is currently available to all suppliers registered on B2B:

- Claims : - Overcharge claims - 34
  - Return claims - 31R
  - Shortage claims - 31S
- CMGJ : - Unresolved Invoices + Claims
- Orders : - Automatic transfer
  - Manager
  - User
- CMPF : - Remittance Advice
- Reports
- Guidelines
- Statements - B2B

N.B. : Ensure that all electronic documents are saved by yourselves for future reference.

SECTION B

1. DIVISIONAL ACCOUNTS OFFICE (DAO)

(i) All queries relating to unpaid Tax Invoices, credit notes and claims must be raised with the **Divisional Accounts Office (DAO)** in Ghana.

Contact person : Johan Tomlinsonl

Tel no : 00 233 302823023
Fax no : 00 233 302823027
E-mail : jtomlinson@shoprite.co.za

2. UNPAID TAX INVOICES

When querying unpaid Tax Invoices with the DAO, the following schedule must be submitted in the format indicated hereunder:

BRANCH NO (in ascending order)	TAX INVOICE DATE	TAX INVOICE NO	G.R.N. NO	VALUE

Do not include current Tax Invoices on this schedule. If they do not appear on the **next** payment advice as paid, then prepare and submit the schedule as indicated above.

(i) It is imperative that outstanding payments are fully investigated by yourselves for accuracy before unpaid invoices are listed on a spread sheet and e-mailed to the DAO.(e.g. check that the Branch number on the POD's are the SAME as the Branch number on the CMGJ – if not, CREDIT the Branch number as it appears on the CMGJ and DEBIT the Branch number as per the POD – using the SAME Reference number and value)

(ii) Care should also be taken when entering Branch numbers on the Statements! Any wrong Branch number, and or reference numbers and or amounts will lead to non timeous payment.

(iii) Do not fax any unrequested documentation to the DAO as all communications must be via e-mail. **NB**. Requested POD's must be delivered to the DAO. If you have the facility, physical POD's can also be scanned and e-mailed as PDF files. (Regrettably no fax copies of POD's would be accepted.)

3. DOUBLE DEDUCTIONS (SEE SECTION C PAR 1 iv)

In order to expedite the investigation of double deductions, contact the relevant DAO.

4. TAX INVOICE

Do not issue an invoice with a serialized number starting with an alpha "I" or "O" as our branches will punch it as a numeric "1" or "0" and the system will not match and pay above invoices.

REQUIREMENTS FOR THE TAX INVOICE

(a) The word "Tax Invoice" in a prominent place.
(b) The name, address and VAT registration number of supplier.
(c) The name and address of the recipient.
(d) An individual serialized number and date on which Tax Invoice is issued.
(e) Description of the goods supplied.

(i) The quantity or volume of goods supplied.
(ii) Total of quantity or volume of goods supplied at end of Invoice.
(iii) The value of each supply as well as the Vat charged on each supply.
(iv) The total value and total Vat charged at end of Invoice. (Where the Vat charged is included in the total value, a statement that Vat is included and the percentage.)

N.B. : <u>We prefer nett price per line, inclusive of Tax.</u>

5. <u>CLAIMS</u>

(i)(a)**Copies of Claims** will only be supplied as the exception, and not the rule and can be obtained from the DAO within **30 days** from first appearing on our remittance advice. When requesting claims ensure all the detail as per the CMGJ is submitted per line item on a spreadsheet (see B2B – Annexure J).

(b) Queries relating to SHORT- and RETURN claims must always be emailed on a SEPARATE spreadsheet (please ensure that the CMGJ format WITH headers is used – see Annexure F for procedure).

(ii) **Claim numbers** whether for returns and/or shortages, are entered on our GRN stamp and copies are given to your driver/agent. It is your responsibility to ensure that you obtain these copies from the driver/agent and that they are passed on to your Debtors Department.

(iii) For every claim raised, a separate credit note is required. (We will not accept one credit note for two claims, or two credit notes for one claim.)

(iv) Queries related to **pricing claims** must be discussed with the Buyer.

(Annexture 1)

(v) **Pricing claims raised due to incorrect punching by the store** must be separated into a bundle and sent to the Divisional Financial Manager (Mr. S Pascoal).

(vi) When suppliers send substitutions for stock that has not been ordered, **a pricing claim for substitutions** is created. These claims must also <u>not</u> be sent to the Buyer, and must therefore be credited by the supplier concerned. A **new order** must be raised in all cases where stock is substituted.

With regards to the above, suppliers must provide the propdoc, Tax Invoice, order no. and claim copy, in order to eliminate any misunderstandings.

(vii) (a) Those suppliers who are not registered on B2B, can collect the claim weekly from the Divisional Accounts Office.

(b) For suppliers on B2B all balanced claims will be available on internet (Annexure J)

6. REMITTANCE ADVICE (CMPF)

(i)(a) If there are any queries on our **remittance advice**, the Divisional Account Office can be contacted.

(ii)(a) Suppliers can collect the remittance advice at the Divisional Account Office (see B2B – Annexure J).

(b) The CMPF will be available to all suppliers who are registered on B2B on a monthly basis.

SECTION C

1. STATEMENT PROCEDURES

(i) **Branch numbers** consisting of **5 digits** and **NOT** branch names must be recorded next to entries on the statements. Non-compliance with this requirement will result in payments being delayed.

(ii) (a) Manual statements must be sent only to the Divisional Accounts Office. Should you make use of a courier service, please clearly mark the waybill for attention of **CREDITORS DEPARTMENT**.

(b) Statements can be submitted via e-mail. All statements submitted via e-mail must only be submitted to the following e-mail address: statements@shoprite.co.za. (Annexure G)

(c) It is **recommended that statements** be submitted via internet (B2B).

(iii) Statements must reach the DAO office on or before the 8th of each month. (Late arrival will result in late payment.)

(iv) (a) Credit note numbers must be crossed out and replaced with our **claim number**. Non-compliance with this procedure will result in double deductions.

(b) Should the value of the credit note not agree with the value of the claim, the credit note will also be deducted.

(v) For manual statements all contra-entries which appear on your current month's statement must be manually crossed out before submission. Should the contra-entry appear on the following month's statement, please quote the **original document number** and cross out the current **contra-entry number**.
The above should also be done when a credit is issued for a non-delivery.

(vi) We will not accept faxed statements.

(vii) Branch 435 is not a valid branch and will appear on our report CMGJ if no branch number or an incorrect branch number is supplied. To correct, issue a credit note using the same reference number as it appears as branch 5173 and re-debit using the same reference and correct branch number.

(viii) Our system can only handle **6 numerical digits**. Should your Tax Invoice numbers consist of more than 6 digits, then please adjust these by deleting the digits at the start of the number, leaving the last 6 (manual statements only).

(ix) Reference numbers referring to Debits and Credits are the only reference numbers to appear. All other reference columns must be crossed out to ensure no delay in payment.

(x) Separate entries are required for our payments and your discount where applicable (i.e. 2 entries).

(xi) **ADDITIONAL STATEMENT PROCEDURE**

The following must be adhered to when sending an ADDITIONAL statement.

1. The DATE of the statement must always be the next day following the last statement processed.

EXAMPLE

* If the date of your last statement processed was 30 06 06, the date of your additional statement should read 01 07 06

* Should a further ADDITIONAL statement be required, the date of the 2nd ADDITIONAL statement must now read 02 07 06.

* Only send an additional statement once the previous statement has been processed. Only send one statement per day.

2. The OPENING balance on the statement must always be the closing balance of the previous statement or ADDITIONAL statement submitted.

   Once all ADDITIONAL statements have been submitted and the normal monthly statement is then submitted, the date of the normal monthly statement must read 31 07 06.

(xii) Statement values must be reflected in Ghana Shillings.

2. NAME CHANGES

Should a supplier undergo a name change, these details must be conveyed to the **Buyer Kwame Larbi-Siaw email address** **klarbisiaw@shoprite.co.za**

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3. CHANGES IN OWNERSHIP:

Should a supplier undergo a change in ownership, these details must be conveyed to the **Buyer, Kwame Larbi-Siaw email address** **klarbi-siaw@shoprite.co.za**

4. BANK DETAIL CHANGES:

When changing your bank details we need the following:

(i) An original cancelled cheque, or
(ii) An original letter (with a bank stamped) from the bank stating the account name and number.
(iii) Confirmation of bank details on your company letterhead, signed by one of the directors\owner.
(iv) If account holders name on cheques differs from the name in our record, an indemnity form must be completed and signed by an authorized director/member of the company before any changes will be effected in our books.

5. CESSION

Suppliers are not entitled to cede or factory any rights arising from orders places by the Company without the Company's prior written consent. Should the Company agree to the cession or factoring of rights, then the Supplier shall in time notify the Company in writing of such cession or factoring taking effect.

6. COURIER SERVICES

(i) Suppliers who are making use of courier services to collect their documents, must please ensure that **completed waybills** are supplied as our staff **do not** complete these waybills.

7. REVIEW OF YOUR EMAIL ADDRESS

Please note that it is your responsibility to maintain this communication service and advise us of any change of address.

Yours faithfully

ALVIN KING
GROUP CREDITORS MANAGER

(trade cred Ghana)

ANNEXURE A

MONTHLY PRINT OUT – CMGJ – LIST OF UNMATCHED DOCUMENTS

PURPOSE OF THIS DOCUMENT

The purpose of this document is to enable you to ascertain which of your Tax Invoices have either not been paid yet, or which have not yet been matched with the relevant GRN's. It also assists you to establish for which claims you still have to pass credit notes or credit notes that have not matched with the relevant claims.

Current transactions are indicated with an asterisk (*) next to the date. We suggest you wait until you receive the following month's CMGJ report and if these transactions are still unmatched, please contact the Divisional Accounts Office.

N.B. : Please ensure that a delivery note/packing slip does not form part of the documents when delivering goods. The documents required at our Receiving Department to effect payment is a Tax Invoice & Copy Tax Invoice. The copy Tax Invoice must be the P.O.D. which your driver/agent returns to your company.

DOCUMENT DETAILS

DAO	:	Divisional Account Office
BRANCH	:	Number and name of branch .
BATCH NO	:	6 Digit reference. This is an internal number and should be quoted when querying something
OUR REF	:	Claim or Tax Invoice no
DATE	:	Claim or Tax Invoice date
RECORD CLASS	:	31CLM - Manual claim at DAO 31RCLM - Return claim 31SCLM - Shortage claim 34PCLM - Overcharge claim 88 - Invoice ex statement

ANNEXURE B

CMGJ

A	B	C	D	E	F	G	H	I	J	K	L
25T-43505	SS TEMA STORE	035442	88	INV		15/05/2005	@	000488	15/05/2005	457.03	
25T-43505	SS TEMA STORE	521126	31	RCLM	022075	06/05/2005		022075	06/05/2005		63.92
25T-43505	SS TEMA STORE	521349	31	RCLM	117629	15/12/2005		117629	15/12/2005		307.12
25T-43505	SS TEMA STORE	521297	31	SCLM	056471	23/02/2006		367609	23/02/2006		62.64
25T-43505	SS TEMA STORE	035442	88	INV		15/05/2005	@	830846	15/05/2005	914.05	
25T-43505	SS TEMA STORE	035442	88	INV		15/05/2005	@	830847	15/05/2005	914.05	
25T-43505	SS TEMA STORE	035442	88	INV		15/05/2005	@	831174	15/05/2005	914.05	
25T-43505	SS TEMA STORE	035442	88	INV		15/05/2005	@	831316	15/05/2005	1371.08	
25T-43505	SS TEMA STORE	035442	88	INV		15/05/2005	@	831316	15/05/2005	1371.08	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	000411	15/05/2005	731.24	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	000489	15/05/2005	731.24	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	830845	15/05/2005	548.43	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	831173	15/05/2005	548.43	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	831415	15/05/2005	365.62	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	831416	15/05/2005	365.62	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	831896	15/05/2005	694.67	
25T-41626	UU NEWTOWN	035442	88	INV		15/05/2005	@	832441	15/05/2005	521	
25T-41626	UU NEWTOWN	521292	34	PCLM	115600	15/10/2004		924524	13/10/2004		15.32
	DC JHB	JHB 709	73	EXPCLM	000008	30/3/2008		000008	01/04/2008		

A - DIV - BRANCH NUMBER
B - BRANCH NAME
C - BATCH NUMBER
D - RECORD CLASS
E - DESCRIPTION RECORD CLASS : PCLM = PRICE ; SCLM = SHORT ; RCLM = RETURN ; CLM = MANUAL ; INV = INVOICE
F - REF - S CLM = INV NO ; P CLM = INV NO ; R CLM = CLAIM NO
G - DATE
H - FIRST TIME APPEARANCE : = * ; OLDER THAN 3 MONTHS = @
I - REFERENCE - CLAIM NUMBER OR INVOICE NUMBER
J - DATE
K - INVOICE AMOUNT
L - CLAIM AMOUNT

ANNEXURE E

CMPF

A	B	C	D	E	F	G	H	I	J	K
21	INVOICE	521237	214117	05/08/2005	25-43505	SS TEMA STORE	054584	05/08/2005	0.00	1275.39
21	INVOICE	521245	219497	05/09/2005	25-43505	SS TEMA STORE	054897	05/09/2005	0.00	810.19
31	RCLAIM	521237	214117	05/08/2005	25-43505	SS TEMA STORE	214117	05/08/2005	0.00	156.63
34	PCLAIM	521237	054584	05/08/2005	25-43505	SS TEMA STORE	214117	05/08/2005	156.63	0.00
99	CREDITNOTE	521237		05/08/2005	25-43505	SS TEMA STORE	214117	05/09/2005	156.52	0.00
34	PCLAIM	521245	054897	05/09/2005	25-43505	SS TEMA STORE	219497	05/09/2005	99.50	0.00
34	PCLAIM	521252	055103	05/09/2005	25-43505	SS TEMA STORE	223562	05/09/2005	73.58	0.00
31	CLAIM	521259	227939	05/09/2005	25-43505	SS TEMA STORE	227939	05/09/2005	0.00	88.20
34	PCLAIM	521259	055371	05/09/2005	25-43505	SS TEMA STORE	227939	05/09/2005	88.20	0.00
99	CREDITNOTE	521259		05/09/2005	25-43505	SS TEMA STORE	227939	05/09/2005	88.13	0.00
31	CLAIM	531243	329180	05/08/2005	25-41626	UU NEWTOWN	329180	05/08/2005	0.00	339.43
73	EXP CLAIM	JHB709	0000008	31/03/2008		DC	000008	01/04/2008	17842.29	

A	RECORD CLASS
B	DESCRIPTION RECORD CLASS
C	BATCH NUMBER
D	REF (if Sclaim or Pclaim, **inv number** to which it refers) INVOICE (21) - GRV NUMBER
E	DATE - GRV DATE + CLAIM DATE
F	DIVISION - BRANCH NUMBER
G	BRANCH NAME
H	REFERENCE : INVOICE-, CLAIM- OR CREDIT NOTE NUMBER
I	DATE - INVOICE OR CLAIM DATE
J	DUE BY YOU
K	DUE TO YOU

ANNEXURE F

PROCEDURES TO "OPEN / IMPORT" YOUR LIST OF UNMATCHED DOCUMENTS AND / OR REMITTANCE ADVICE INTO EXCEL

Make sure the "Regional and Language Options" on your computer is set as follows to ensure correct date imports.
NB: Once points A – L below is done, you do not require doing it again.

a. Click on "Start" on the toolbar at the bottom of the screen.
b. Click on "Settings" if "Control Panel" is not directly visible.
c. Click on "Control Panel"
d. Double click on "Regional and Language Options"
e. Click the "Regional Options" header.

f. Click on “Customize”
g. Click the “Date” header.
h. Change the “Short date format” to “dd/MM/yyyy”
i. Click on “Apply”
j. Click on “OK”
k. Click on “OK”
l. Click on “X” (close the file)

1. Save attachment on your PC’s hard drive by either of the following two options depending what program you use for E-Mail. (Outlook / Outlook Express / Lotus etc)

   a. Outlook and some Outlook Express versions.
      1) Open your E-mail
      2) Click on inbox.
      3) Double click on the mail that was send to you from Filedist
      4) Right click on Attachment.
      5) Choose option “Save As”
      6) Next to “Save in”: Click on ˇ and choose the folder where you want to save it.
      7) Next to “File name”: Delete file name and rename the file so that you will recognize it later.
      8) Never change the detail in “Save as type”.
      9) Press “Enter” or click on “Save”.
      10) Repeat steps 1 – 9 for all attachments.

   b. All other programs where the above procedures do not work.
      1) Open your E-mail.
      2) Click on inbox.
      3) Double click on the mail that was send to you from Filedist.
      4) Double click on the attachment to open it in Notepad. Some are too big for Notepad and you will be asked if you want to open it in Word. Answer should be “Yes”.
      5) Go to “File” and choose the option “Save As”
      6) Next to “Save in”: Click on ˇ and choose the folder where you want to save it.
      7) Next to “File name”: Delete file name and rename the file so that you will recognize it later.
      8) Never change the “Save as type”.
      9) Press “Enter” or click on “Save”.
      10) Repeat steps 1 – 9 for all attachments.

2. For Opening Remittance Advice

Open Excel and follow the following steps for each file / attachment saved.

a. Click on “File” and then click on “Open”.
b. Next to look in: click on ˇ and choose the folder where you have saved the attachment / file.
c. Next to Files of type: click on ˇ and click on “All files”.
d. When you find your file, select it and click on open.
e. A “Text import Wizard” will come up. Follow the following steps.
    1) Click on “Delimited”
    2) Click on “Next” for the following page.
    3) Click on “Comma” (Keep the right mark in Tab)
    4) Click on “Next” for the following page.
    5) A “Data Preview” with several different columns should be visible. These columns all have the same header named “General”.
    6) Click on the header “General” of column 5 (date).
    7) Under column data format click on “Date”.
    8) Click on ˇ next to date and select “YMD”
    9) Repeat steps 7 and 8 for column 9 (date) as well.
    10) Click on “Finish”. (Your file is now imported into Excel.
    11) Click on the little blank block just above the no 1-line indicator to highlight the whole worksheet or alternatively highlight all the columns with info inside.
    12) Click on “Format” on the menu and choose columns. Wait for the sub-menu to appear and choose “Auto fit selection” by clicking on it. All columns will now be formatted so that the info fits nicely into it.
    13) Click on “File” and choose the option “Save As”
    14) On the “Save As” screen look for “Save as Type”. Click on ˇ and choose “Microsoft Excel Workbook (*.xls)”.
    15) Click on “Save” or press “Enter”. Your file / attachment has now been saved in an Excel format.
    16) Repeat steps 1 – 16 for each remittance attachment you have saved.

3. For Opening CMGJ (Unmatched Documents)

Open Excel and follow the following steps for each file / attachment saved.

a. Go to “File” and then to “Open”
b. Choose the folder where you have saved the attachment / file.
c. Ensure that at the bottom of that window to open a file that the “Files of type” are set to “All files” by clicking on the arrow and choosing THE “All files” option.
d. When you find you file, open it.
e. A “Text import Wizard” will come up. Follow the following steps.
    1) Click on “Fixed With”
    2) Click on “Next” for the following page.

3) Delete all current Break lines by double clicking on the line.
4) Insert new lines at the following intervals by using the ruler bar. 3,10,13,28,34,45,57,58,62,68,74,91,110,124
5) Click on "Next" for the following page.
6) A "Data Preview" with several different columns should be visible. These columns all have the same header named "General".
7) Click on the header "General" of column 7.
8) Format column by clicking on "Date".
9) Scroll down on date and select "DMY"
10) Repeat steps 7 and 8 for column 12 as well.
11) Click on "Finish". (Your file is now imported into Excel.
12) Click on the little blank block just above the no 1-line indicator to highlight the whole worksheet or alternatively highlight all the columns with info inside.
13) Go to "Format" on the menu and choose columns. Wait for the sub-menu to appear and choose "Auto fit selection" by clicking on it. All columns will now be formatted so that the info fits nicely into it.
14) Go to "File" and choose the option "Save As"
15) On the "Save As" screen look for "Save As Type". Click on it and choose "Microsoft Excel Workbook (*.xls)".
16) Click on "Save" or press "Enter". Your file / attachment has now been saved in an Excel format and you can manipulate the date to your preference.
17) Repeat steps 1 – 16 for each CMGJ attachment you have saved.

Any queries regarding the above procedure can be referred to :

CHARLES VICE : 0925522 - 2181272

(procedures for opening rem advice in excel)

ANNEXURE G

STATEMENTS VIA E-MAIL

Our statement receiving system is a fully automated processing system. To ensure smooth processing of your statement, please attach your statement to an e-mail which has the company name & the word "**statement**" in the "**subject column"** (see attached schedule A point 2). The system will automatically confirm receipt of your statement and will return all incorrect statements with reasons to your e-mail address. All electronic statements must comply with this format. We enclose an example of a statement **in the format we require.**

As we will code it on the computer, **NO DEVIATIONS from the format attached can be allowed**.

The following are the general requirements:

1. Statement **MUST** be in Excel format.

2. Statement **MUST** be in a balance brought forward format. No open item statements with consolidated statements can be accepted.
3. Use one worksheet only per file.
4. (a) Please ensure that the layout is **exactly** as in the example attached. Complete the excel statement as follows:
   Line **1** column **B**: capture the word "**Statement"**
   Line **2** column **B**: capture the words "**Supplier Name":**
   Line **2** column **C**: capture your Company name e.g. **ABC**.
   Line **3** column **B:** capture the words **"Supplier Number":**
   Line **3 c**olumn **C**: e.g. capture your supplier number **123456** (six digits)
   Line **4** column **B**: capture the word "**Month"**:
   Line **4** column **C**: capture the date e.g. **300606** (six digits)
   Line **5** column **A, B, C, D, E, F** empty**.**
   Line **6** column **A**: capture the word "**Seq**"
   Line **6** column **B:** capture the words **"Ref. no**"
   Line **6** column **C:** capture the word **"Date**"
   Line **6** column **D:** capture the word "**Info**"
   Line **6** column **E**: capture the words "**Br. No**"
   Line **6** column **F**: capture the word "**Amount**"
   (Start with opening balance on line 7 (column F) and indicate all types of transactions as follows in column D: **OB:Opening Balance; CR:Credit notes; IN:Invoices / Debits; PA:Payments; DI:Discounts; CB:Closing Balance.)**
   (b) Process credit for **payment and discount** separately – ensure the minus indicator is entered for all credits (credit notes, payments and discount)
5. **No open lines** between transactions.
6. **Only a point between Rands and cents** will be accepted e.g. 20.00. Please do not use a comma separator for thousands as well as 2000-00 (no spaces)
7. **No open columns** at the left of sequence number.
8. **Never hide any columns.** Use columns only as follows: **(Column A – sequence number; Column B – reference number; Column C - date; Column D – info; Column E – branch number and Column F – amount)**
9. No alpha-numerics in the "reference" column B. Only numerics –Maximum last 6 digits of the invoice number if more than 6
10. If the Ref. no is less than 6 digits e.g. 3456, enter only 4 digits
11. No alpha-numerics in the "Branch no" column E. Only numerics –Maximum 5 digits
12. **No page totals.**
13. Statement **MUST** balance.
    (a) No formula must be entered into the amount column including the closing balance
14. The date of your statement, your company name and your supplier number **MUST** be at the top of the sheet/page as per the attached example (**No logos**).
15. **Before sending the statement off to us, please ensure that your company name as well as the word "statement" is in the subject line just below the address** (see Annexure G(a).

16a. Please ensure that you request a "delivery receipt as well as a "read receipt" (Microsoft Outlook go to Tools/Options/Preferences/Email options/Tracking options) (see Annexure G(c) for procedure)

16b. We will return a "successfully processed" or "not successfully processed" message to your official company e-mail address. Please keep this message as it will be your only proof of statements being received by us.

17. Zipped files – save your Excel spreadsheet as : **consolidated.xls** (see Annexure G(b).
    N.B. : **Only applicable when suppliers send us a zipped statement file**

Specific requirements

1. **Supplier number:** Six digits with no separator e.g. 123447
2. **Month:** MUST be your monthly cut-off date i.e. 25th, 30th etc. Also adhere to point 3 below.
3. **Date:** No day, month or year separators (such as / or- or.) are allowed. Format the column as a text column and give the date purely as a number e.g. 12 June 2003 should read as: 120603. (Please do not give the year as 2003, but only as 03.)

All requirements as per our Trade Creditors Guidelines are still applicable.

All statements submitted via E-Mail must be submitted to the following E-Mail address: statements@shoprite.co.za **Statements submitted to any other address will not be processed and regarded as if never received.**

See Trade Creditors Guidelines Section C par 1(x).

Should you have any enquiries please phone the relevant clerk.

Please do not phone to establish whether we have received your statement – See point 16.

Yours faithfully,

ALVIN KING
GROUP CREDITORS MANAGER
(E-mailrequirements)

ANNEX Ga - EXAMPLE OF SMENT ALL COUNTRIES

STATEMENT

Supplier Name:	ABC Stores
Supplier Number:	123456
Month:	300601

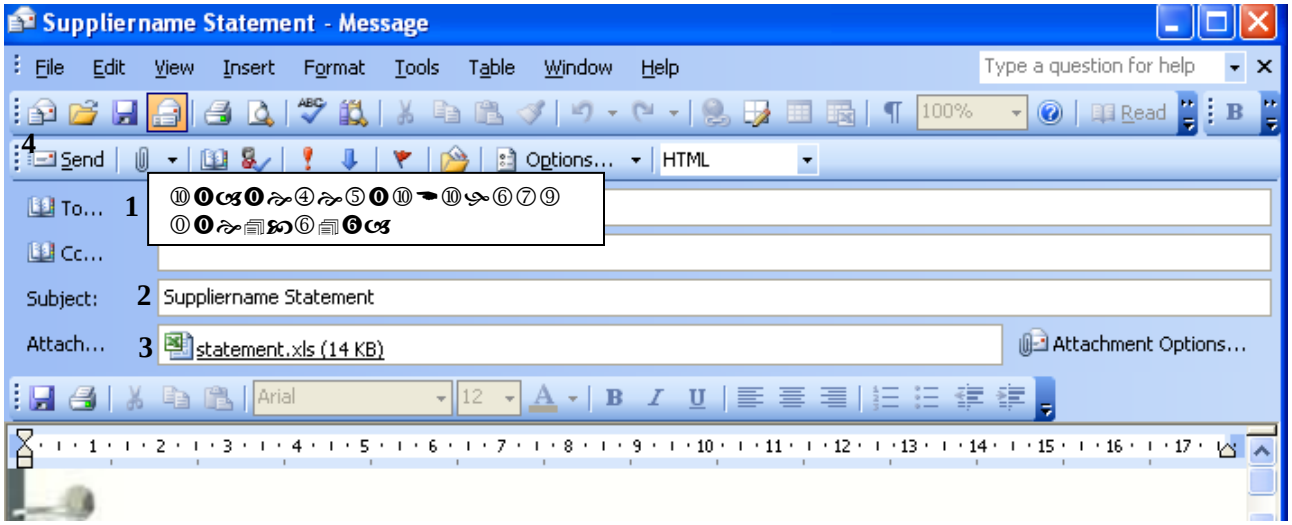
Keep the yellow area unchanged. Just fill in your details into the red area

SEQ	REF. NO	DATE	INFO	BR. NO	AMOUNT
1		10601	OB		17499217.01
2	182317	130601	CR	1006	-242.82
3	151271	130601	CR	1014	-38.07
4	631386	130601	CR	1014	-70.47

5	142825	200601	CR	1022	-100.32
6	483615	290601	CR	1022	-71.59
7	165008	200601	CR	1284	-649.80
8	165418	50601	CR	1284	-191.52
9	244216	280601	IN	987	4719.60
10	245007	300601	IN	987	15657.32
11	245008	80601	IN	987	3624.82
12	242012	10601	IN	1014	2010.96
13	242950	220601	IN	1014	4264.17
14	243764	250601	IN	1014	19211.85
15	244404	170601	IN	1014	19864.50
16	244408	280601	IN	1014	3351.60
17		300601	DI		-1438686.87
18		290601	PA		-11349638.61
19		300601	CB		4782231.76

ANNEXURE G(b)

ELECTRONIC SUPPLIER STATEMENT



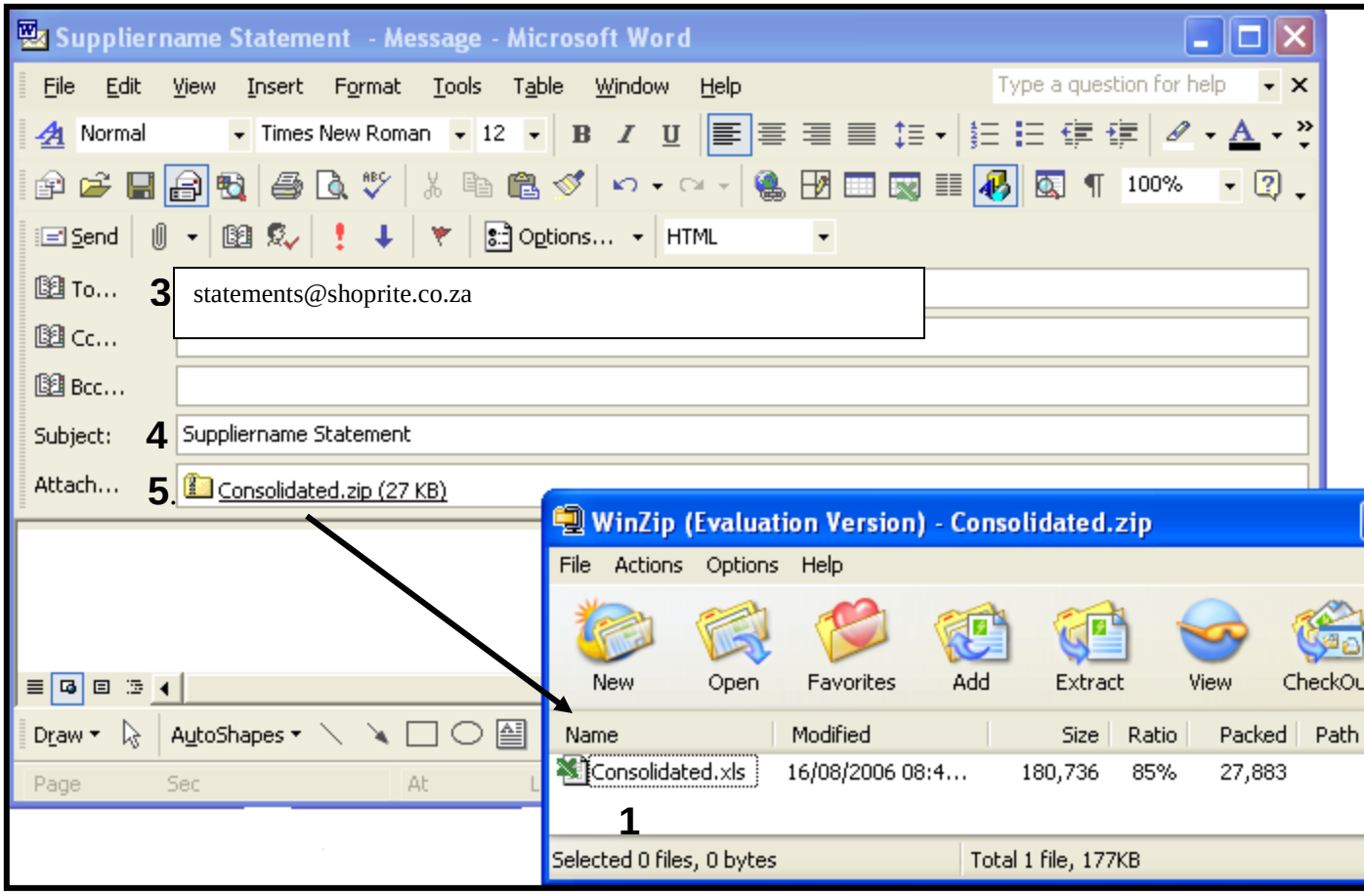
PROCESS

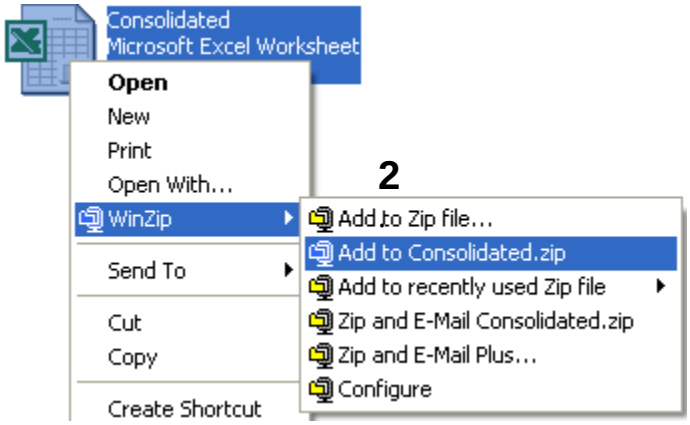
1. The email address to send the statement is statements@shoprite.co.za
2. In the subject line enter : Your company name followed by a space and the word Statement (e.g. Clover Statement)
3. Attach the statement
4. Send

ANNEXURE G(c)

ELECTRONIC SUPPLIER STATEMENT (ZIP FILE)

6.


Suppliername Statement - Message - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal Times New Roman 12
Send Options... HTML
To... 3 statements@shoprite.co.za
Cc...
Bcc...
Subject: 4 Suppliername Statement
Attach... 5 Consolidated.zip (27 KB)
WinZip (Evaluation Version) - Consolidated.zip
File Actions Options Help
New Open Favorites Add Extract View
Name Modified Size Ratio Packed Path
Consolidated.xls 16/08/2006 08:4... 180,736 85% 27,883
1
Selected 0 files, 0 bytes
Total 1 file, 177KB
Draw AutoShapes



PROCESS

1. Save your excel statement as **consolidated**
2. Right click on excel file: Click on WinZip – Click on Add to
3. Consolidated.zip
4. The e-mail address to send the statement is statements@shoprite.co.za
   In the subject line enter: Your company name Statement (e.g. Clover Statement). Attach.

Attach the zip file. Send

ANNEXURE G(d)

PROCEDURE FOR A READ RECEIPT FOR STATEMENTS

1. Go to Microsoft outlook

2. Click on Tools

3. Click on Options

4 Click on E–mail Options

5. Click on Tracking Options

6. Make a tick in Read receipt

7. Make a tick in Delivery receipt

8. Select Always send a response

9. Click on OK

10. Click on OK

11. Click on OK

This process will acknowledgement that your e-mail has been delivered and read.

(procedure for a read receipt)

ANNEXURE G(E) AFRICA

SHOPRITE ONLINE STATEMENTS – B2B

GENERAL REQUIREMENTS:

16. Statement **MUST** be saved in .CSV (Comma Delimited or MS-DOS) format (see "Saving as .CSV" documentations).
17. Statement **MUST** be in a balance brought forward format. No open item statements with consolidated statements can be accepted.
18. (a) Please ensure that the layout is **exactly** as in the example attached. Complete the excel statement as follows:
    Line **1** column **B**: capture the word "**Statement"**
    Line **2** column **B**: capture the words "**Supplier Name":**
    Line **2** column **C**: capture your Company name e.g. **ABC**.
    Line **3** column **B:** capture the words **"Supplier Number":**
    Line **3 c**olumn **C**: e.g. capture your supplier number **123456** (six digits, pad with zeros)
    Line **4** column **B**: capture the word "**Month"**:
    Line **4** column **C**: capture the date e.g. **300606** (six digits) 30 June 2006 as 300606
    Line **5** empty**.**
    Line **6** column **A**: capture the word "**Seq**"
    Line **6** column **B:** capture the words **"Ref. no**"
    Line **6** column **C:** capture the word **"Date**"
    Line **6** column **D:** capture the word "**Info**"
    Line **6** column **E**: capture the words "**Br. No**"
    Line **6** column **F**: capture the word "**Amount**"
    (Start with opening balance on line 7 (column F) and indicate all types of transactions as follows in column D: **OB:Opening Balance; CR:Credit notes; IN:Invoices / Debits; PA:Payments; DI:Discounts; CB:Closing Balance.)**

N.B. (b) Process credit for payment and discount separately – ensure the minus indicator is entered for all credits (credit notes, payments and discount)

19. **No open lines** between transactions.

5A. Only use a point for a decimal separator between Rand and Cents e.g. 20.00

5B. Ensure that NO additional character is in front of your branch number, invoice number or amount e.g. space of apostrophe.

6. **No open columns** at the left of sequence number.
7. **No open lines** at the end of the file.
8. **Never hide any columns.** Use columns only as follows: **(Column A – sequence number; Column B – reference number; Column C - date; Column D – info; Column E – branch number and Column F – amount)**
9. No alpha-numerics in the "reference" column B. Only numerics –Maximum last 6 digits of the invoice number if more than 6
10. If the Ref. no is less than 6 digits e.g. 3456, enter only 4 digits
11. No alpha-numerics in the "Branch no" column E. Only numerics –Maximum 5 digits
12. **No page totals.**
13. Statement **MUST** balance.
    (a) No formula must be entered into the amount column including the closing balance
14. The date of your statement, your company name and your supplier number **MUST** be at the top of the sheet/page as per the attached example (**No logos**).

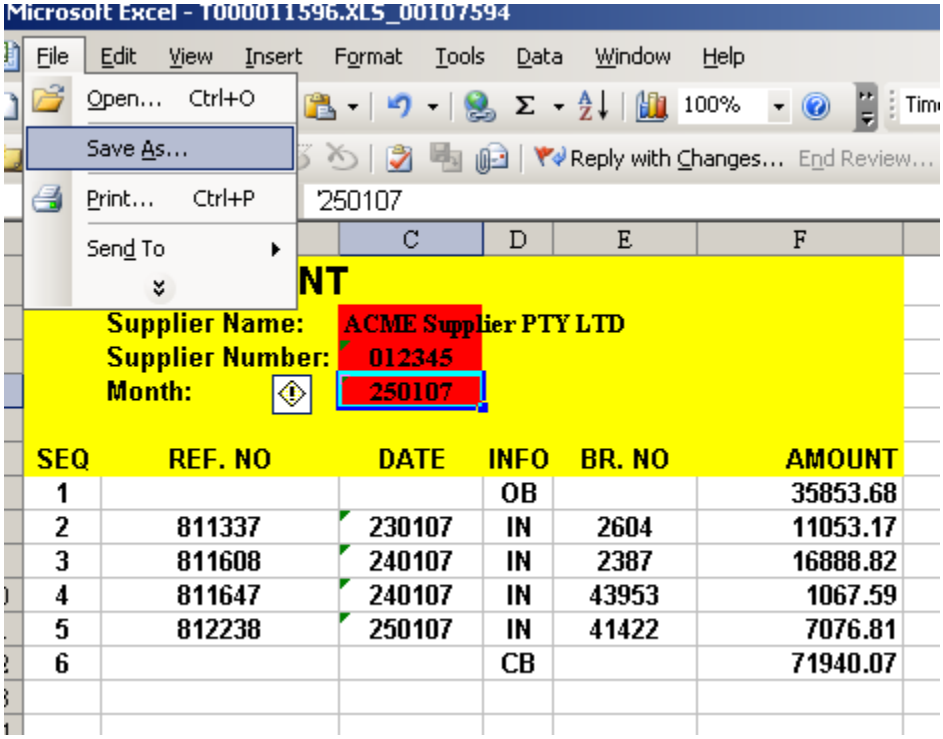
ANNEXURE G(f)

Shoprite Online Statements – Correct File Format (.CSV)

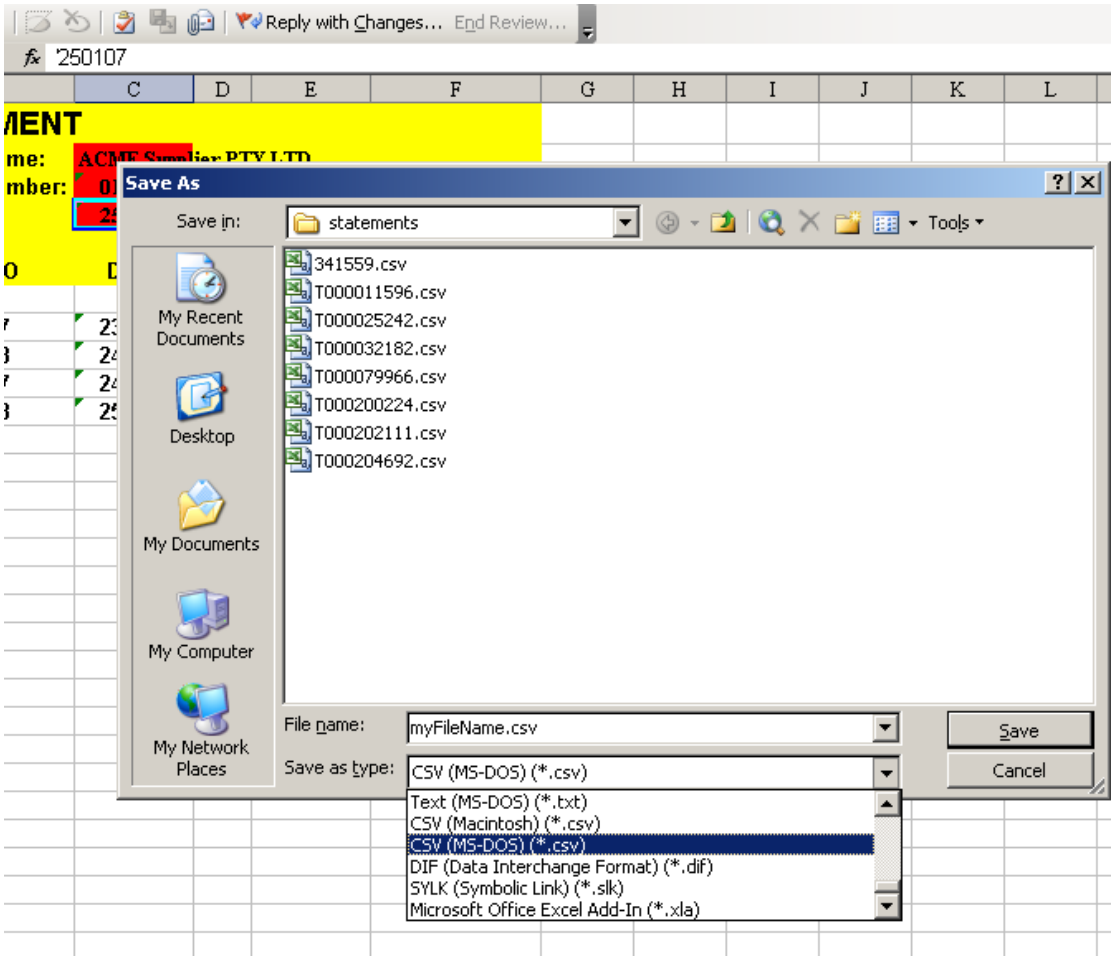
The new format requires a .CSV file.
To make things as simple as possible, you can prepare the file in Excel and save as follows:

Saving the Excel file as a .CSV file

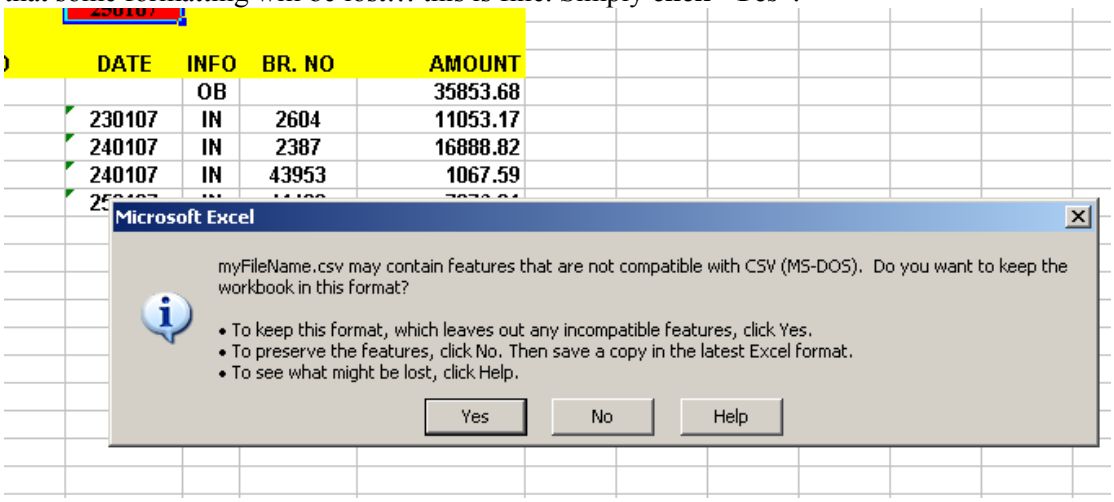
1. Select “Save as” from the file menu in Excel.


Microsoft Excel - T000011596.XLS_00107594
File Edit View Insert Format Tools Data Window Help
Open... Ctrl+O
Save As...
Print... Ctrl+P
Send To
Reply with Changes... End Review...
'250107
C D E F
NT
Supplier Name: ACME Supplier PTY LTD
Supplier Number: 012345
Month: 250107
SEQ REF. NO DATE INFO BR. NO AMOUNT
1 OB 35853.68
2 811337 230107 IN 2604 11053.17
3 811608 240107 IN 2387 16888.82
4 811647 240107 IN 43953 1067.59
5 812238 250107 IN 41422 7076.81
6 CB 71940.07

2. Enter a file name and select **CSV (MS-DOS) (*.CSV)** as the file Type.



3. Click “Save” once you have selected the file type and entered a filename.
This will cause Excel to pop up a message box asking you to confirm your actions and telling you that some formatting will be lost… this is fine. Simply **click “Yes”**.



5. the file has now been saved as a .CSV file and is ready to upload via the website.

ANNEXURE G(g)

Shoprite Online Statements User Guide - How to upload a statement file.

This document contains a step-by-step guide to uploading your statement via Shoprite's B2B website (https://www.shoprite.co.za/b2b/).

1. Log on to the B2B website. (if you require any help with website access, please do not hesitate to contact our helpdesk:

Stephen Smith : Tel – 021 – 980 4840 : Email – ssmith@shoprite.co.za
Gary Hinrichsen : Tel – 021 – 980 4135 : Email – ghinrichsen@shoprite.co.za

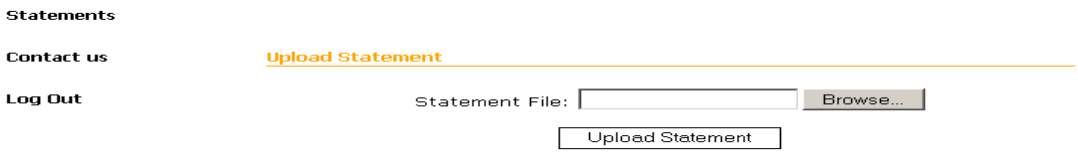
2. Type in User Name. (lower caps)
3. Type in Password. (lower caps)
4. Click on Login.

5. Select Statements on the left hand side of the screen.

- View New Orders
- View Old Orders
- Information
- Order Search
- Statements
- Contact us
- Log Out

The Statement summary screen allows you to upload a statement file by browsing your computer for the file you want to upload.

6. Click on the “Browse” button.

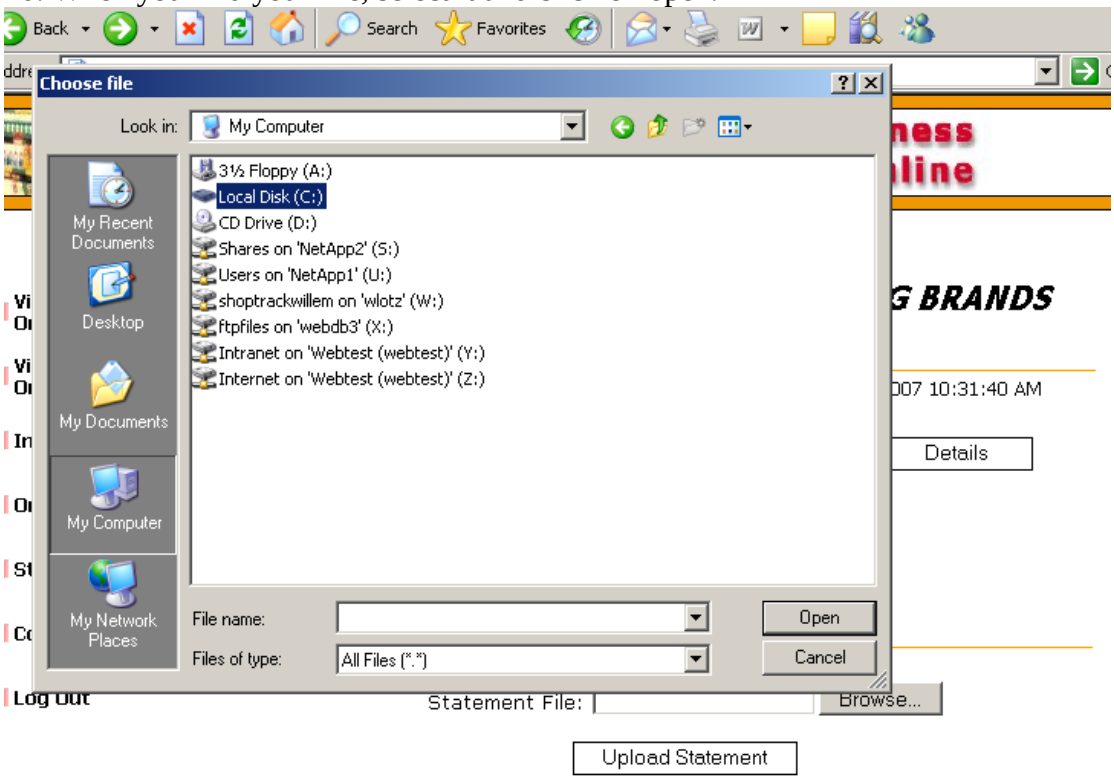


7. Using the explorer window that pops up – after you clicked the “Browse” button – find the statements file that you want to upload on your computer.

8. Next to “Look in:” Click on and choose the folder where you have saved your statement.

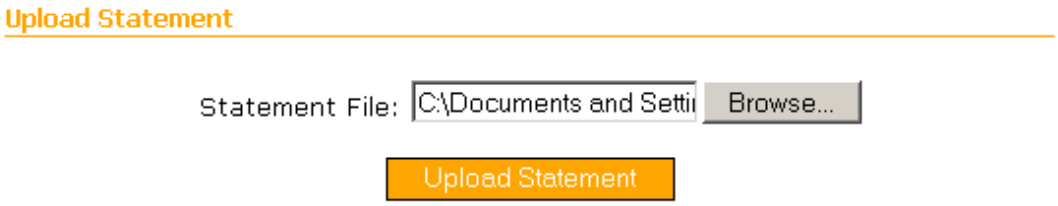
9. Next to “Files of type:” Click on and click on “All Files”.

10. When you find your file, select it and click on open.

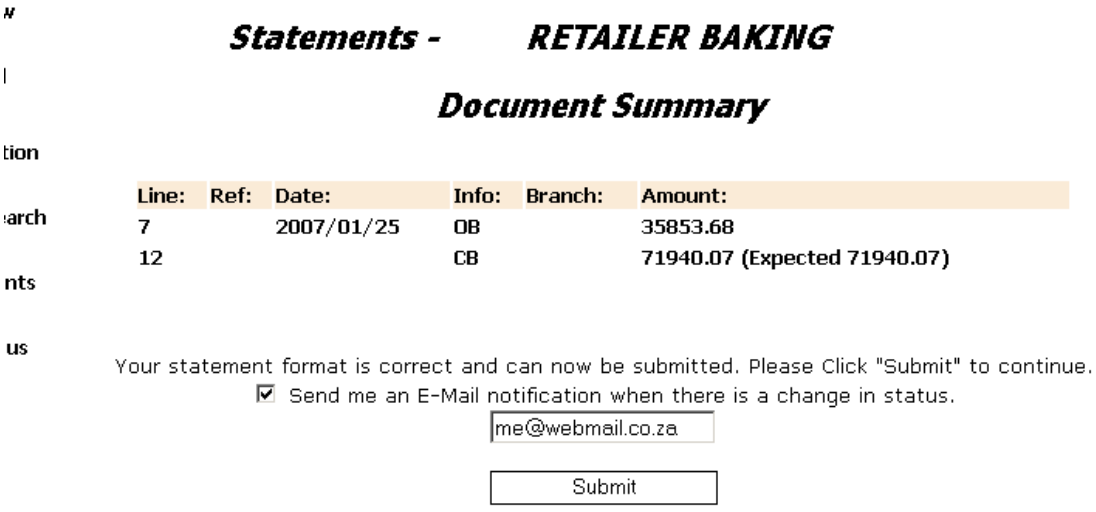


The name and path of the file that you selected will now appear in the textbox next to the "Browse" button. You are now ready to upload the file.
11. Click on "Upload Statement" to continue.

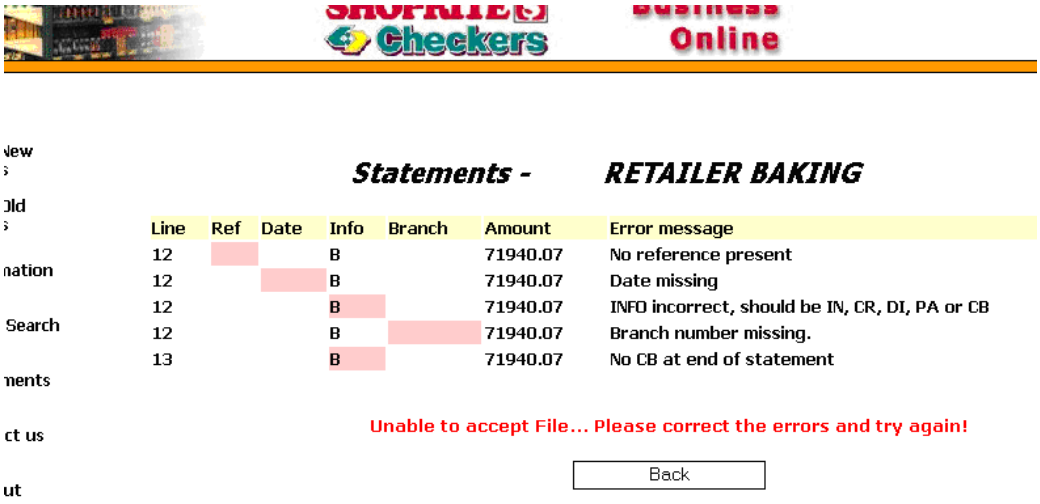
Remember, the file must be a ".csv" file… or a ".zip" file containing a ".csv" file. (See the user manual concerning the file format for help)



12. It might take some time for the system to upload the file to Shoprite's web server – this will depend on the size of the file you are uploading and the speed of the internet connection you're using.
Once the file has been uploaded, it will be checked for basic errors in the formatting. Should the file not contain any formatting errors, you will be allowed to submit it.
13. Click on submit.


Statements - RETAILER BAKING
Document Summary
Line: Ref: Date: Info: Branch: Amount:
7 2007/01/25 OB 35853.68
12 CB 71940.07 (Expected 71940.07)
Your statement format is correct and can now be submitted. Please Click "Submit" to continue.
Send me an E-Mail notification when there is a change in status.
me@webmail.co.za
Submit

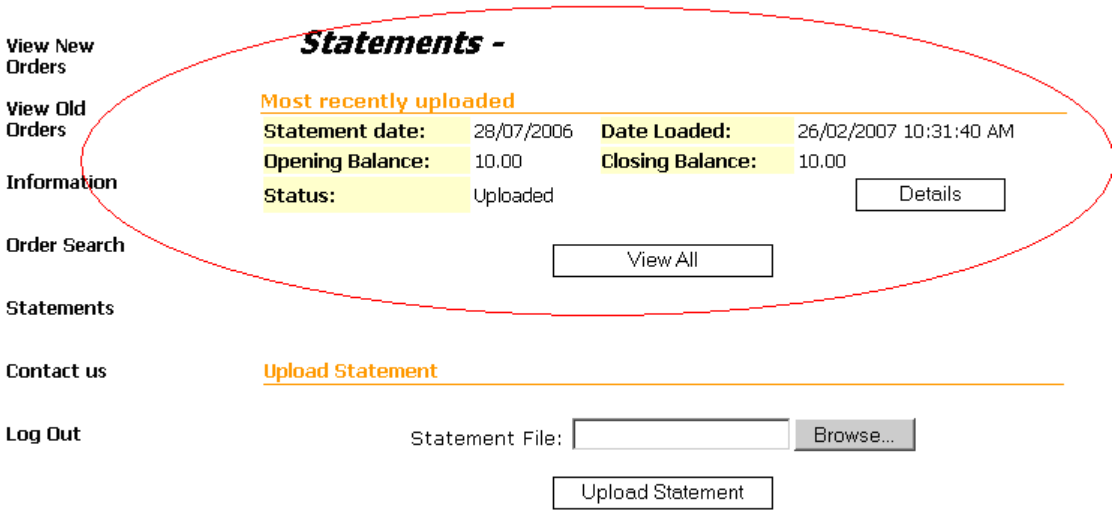
14. Should your statement contain any formatting errors, you will be notified of those errors and you will not be able to submit the statement for processing until they have been fixed.
Note the error description and the line number on which it occurred. Find the file on your computer and correct these errors and save file. Then upload the statement again.


Checkers
Online
Statements - RETAILER BAKING
Line Ref Date Info Branch Amount Error message
12 B 71940.07 No reference present
12 B 71940.07 Date missing
12 B 71940.07 INFO incorrect, should be IN, CR, DI, PA or CB
12 B 71940.07 Branch number missing.
13 B 71940.07 No CB at end of statement
Unable to accept File... Please correct the errors and try again!
Back

15. When submitting your statement, you may choose to receive email notifications to keep you updated with the status of your statement… Indicate whether you wish to receive emails by putting a tick in the checkbox – remember to double check the e-mail address in the text box above the submit button.

Shoprite Online Statements – Checking the status of an uploaded statement.

16. When logging in to the website the day after uploading your statement, you will see a summary of your most recent statements on the main statements screen.
For a full breakdown of previous statements sent, click on "View All".



17. Once you have uploaded the file, please check that your statement has been successfully submitted :
(1) "Uploaded" - This means it has been sent on so that all the values, transactions and balances can be checked and confirmed.
(2) Accepted (green) – statement successfully processed.

(3) Rejected (red) – Statement not processed due to errors. To view the errors, click on details.

ANNEXURE H:

Shoprite Checkers E-Commerce B2B (Business-to-Business) claims

Accessing claims

Access the Shoprite Checkers E-commerce B2B web site using the following Internet address https://www.shoprite.co.za/b2b/

1. Open your desktop browser application and enter the following Internet address: https://www.shoprite.co.za/b2b/ in the address space and press enter.

2. Type in user name.

3a. Click on password.

3b. Type in password.

4. Click on login.

5. Select **view claims**. Cursor must look like a hand.

The following steps can be used to view the claims.

6a. Click on **next** to see all current claims. (Claims that have not been viewed or sorted out)

b. Type in claim number and click on **next.**

c. Type in branch number and click on **next**.

d. Click on ↓ next to **DAO** and select the **DAO** that you want to view. Click on **next**.

e. Type in **start date** and **end date** of the claims and click on **next**.

f. Select **DAO** and put in the **start date** and the **end date**. Click on **next**.

You can View printable copy, E-mail or Download the claims.

View printable copy

1. Click in the **select box** next to the **claim** or **claims** that you want to view.

8. Click on **view printable copy**.

9. Click on file.

10. Click on page setup.

11. Click on landscape.

12. Click on OK.

13. Click on print.

14. Click on print.

15. Close the claim.

16. Click on logout.

E-MAIL

1. Click in the **select box** next to the **claims** that you want to E-mail.

2. Click on **E-mail**.

3. Click on close.

4. Click on logout.

Claims will go through to there E-mail address.

Download *(Supplier needs access to open a* ***ZIP file****)*

1. Click in the **select box** next to the **claims** that you want to Download.

2. Click on **Download**.

3. Click on the word "**here**".

4. Click on save.

5. Choose folder where you want to save it.

6. Rename it so you will recognize it later.

7. Click on save.

8. Click on close.

9. Open excel and follow the following steps for each file saved.

10. Click on file.

11. Click on open.

12. Click on ↓ next to look in: and choose the folder where you have saved the file.

13. Click on ↓ next to "**files of Type**" at the bottom.

14. Click on "**All files**".

15. Right click on file and go to open with and click on **compressed (zipped) folders**.

16. Right click on **Inetpub** and click on open.

17. Right click on **wwwroot** and click on open.

18. Right click on **B2B_New** and click on open.

19. Right click on **overcharges** and click on open.

20. Right click on **claim files** and click on open.

21. Right click on **Internet Icon** and click on open.

22. Click on file.

23. Click on page setup.

24. Click on landscape.

25. Click on OK.

26. Click on print.

27. Click on print.

28. Close claim.

29. Click on logout.

If you do not want to save the file do the following steps.

1. Click in the **select box** next to the **claims** that you want to Download.

2. Click on **Download**.

3. Click on the word "**here**".

4. Click on open.

5. Follow steps 16-29 under download.

Claims will not appear under current anymore, but under **old**.
To see the claims again you must do the following.

1. Click on **old**.

2. Click on **next**.

The following steps can be used to view the old claims.

3a. Click on **next** to see all current claims. (Claims that have not been viewed or sorted out)

b. Type in claim number and click on **next.**

c. Type in branch number and click on **next**.

d. Click on ↓ next to **DAO** and select the **DAO** that you want to view.

e. Type in **start date** and **end date** of the claims and click on **next**.

f. Select **DAO** and put in the **start date** and the **end date**.

NB!!!!
Current claims must be viewed daily, otherwise the file will be too big if you want to e-mail it.
You must then break up the claims according to the DAO's and dates before you e-mail.

Should you have a problem contact Mubanga Muche (0925522 – 218 1272).

(business to business)

ANNEXURE I : ALL AFRICA
PROCEDURE : PRICING CLAIMS

Supplier's to complete the spreadsheet below by Branch no., branch name, claim no. and claim value and indicate if VAT or NOT (COL F). For request for PART reversals, the credit to be passed by the supplier must be recorded in column H (amount supplier to pass credit). Forward this schedule (on an Excel spreadsheet) to the Buyer via email, ASAP. **NB**. Also **DELIVER the spreadsheet together with** the relevant propdoc, invoice & claim documents for investigation by the Buyer. (no investigation will take place until this is received by the buyer!) - Do NOT complete the column " Dept.& Sub " .

BUYER -In the event of a claim being valid, delete it from the spreadsheet BEFORE submitting to the DAO. In the "amount supplier to pass credit" column (COL H) you have to indicate what credit the supplier will pass. If the cell (COL H) is left BLANK, then the claim will be reversed in FULL. You have to email the spreadsheet to the DAO. The column highlighted in RED "Dept. & Sub " must be completed by yourself at the time of authorising the reversal. (leave blank if not to be reversed)

DAO - in the event that a portion of the claim is valid, the FULL claim value must be reversed. Process a price claim for the value in the "amount supplier to pass credit" column (COL H). Process a reversal of the price claim when COL H transactions if left BLANK.

Supplier Name:……..						**Supplier No:……..**		
Division	**Br. no.**	**Branch Name**	**Claim no.**	**Dept. & Sub**	**Vat or not**	**Claim value**	**Amount supplier to pass Credit**	**Invoice Number**
Grand total						**R 0.00**	**R 0.00**	

Buyer Name:	**Date**
Buyer Signature:	(only necessary on copy returned to supplier)
Divisional Head Buyer Signature:	

ANNEXURE K – Pastel Accounting System

23 July 2010

TO : TRADE and EXPENSE DEBTORS Attention: The Financial Director
DEBTORS DEPT

Dear Sir/Madam

YOUR DEBTORS SYSTEM: PASTEL PARTNER/EXPRESS

We are aware that converting your financial information into the pre-defined Excel Statement format, as per our guidelines, could be and most probably is a time consuming process.

We are pleased to advise that we were approached by a software company (Selected Business Systems) who have developed a program for vendors using Pastel Partner/Express (whether you are using an open item system or balance brought forward system), to enable them to convert existing Pastel statements into the Excel format required by ourselves.

To assist you in the submission of your statements, you could consider making use of this service. The software is referred to as PasCheck and converts the data into Excel format within minutes.

1. Selected Business Systems charges an annual licensing fee of R960 for the first year, with an escalation based on inflation.
2. The software used by Selected Business Systems is for vendors who use Excel version 2003 and 2007.
3. Selected Business Systems will email the procedures to be followed by you.
4. Telephonic assistance is also supplied at no charge.
5. No other costs are involved other than call out charges should a client request on site support.

Should you wish to make use of this facility, Selected Business Systems can be contacted at pascheck@selected.co.za or telephone +27 32 586 1712

fax 086 6705006
cell 083 7008801 – Ken Austin
cell 083 7467871 – Andrew Austin
cell 083 2896765 – Maria Austin

Yours sincerely

ALVIN KING

GROUP CREDITORS MANAGER

TEL : (021) 980 4839
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ANNEXURE L – GLN Location Report – Branch Details

Introduction

The new GLN Location Report offers a simplified way to retrieve store location data.

Accessing the new Report

- Go to Shoprite Checkers Business on line Website address: https://www.shoprite.co.za/b2b/
- Enter user name and password and click on login.
- Click on Information on the left hand side.
- Select a depot/depots
- then click on Next.
- Click on the icon on the right hand side called “MORE”
- The next page will open, then click on icon ”GLN Location.”
- Click on View Report.
- System will wait until you select a country.
- The report gives you options to filter for a specific group of branches(i.e.checkers; shoprite etc) in a specific country.
- **It also gives you the option to select all the branches in any of the countries**.
- **You can export the file to excel or print the report**.
- **Once the report is in excel format, you can sort it by division**.
- The report has options to search for; A) spescific store number or B) specific store by name.

How to make a selection

Look at figure1 at the section highlighted in red. The image shows two drop down boxes and a select button. The boxes work in conjunction with the select button. The default value for the country is South Africa and for the brand is **“Select All”. This means that once you click on Select, all the stores in South-Africa will be displayed.** You can change the values in the drop down boxes for example: Namibia and Checkers (figure2) by clicking on the drop down arrows and select a country or brand**. If you want all the stores for a selected country, leave the second drop down box as “Select All” or change the value for a specific brand and click Select.**

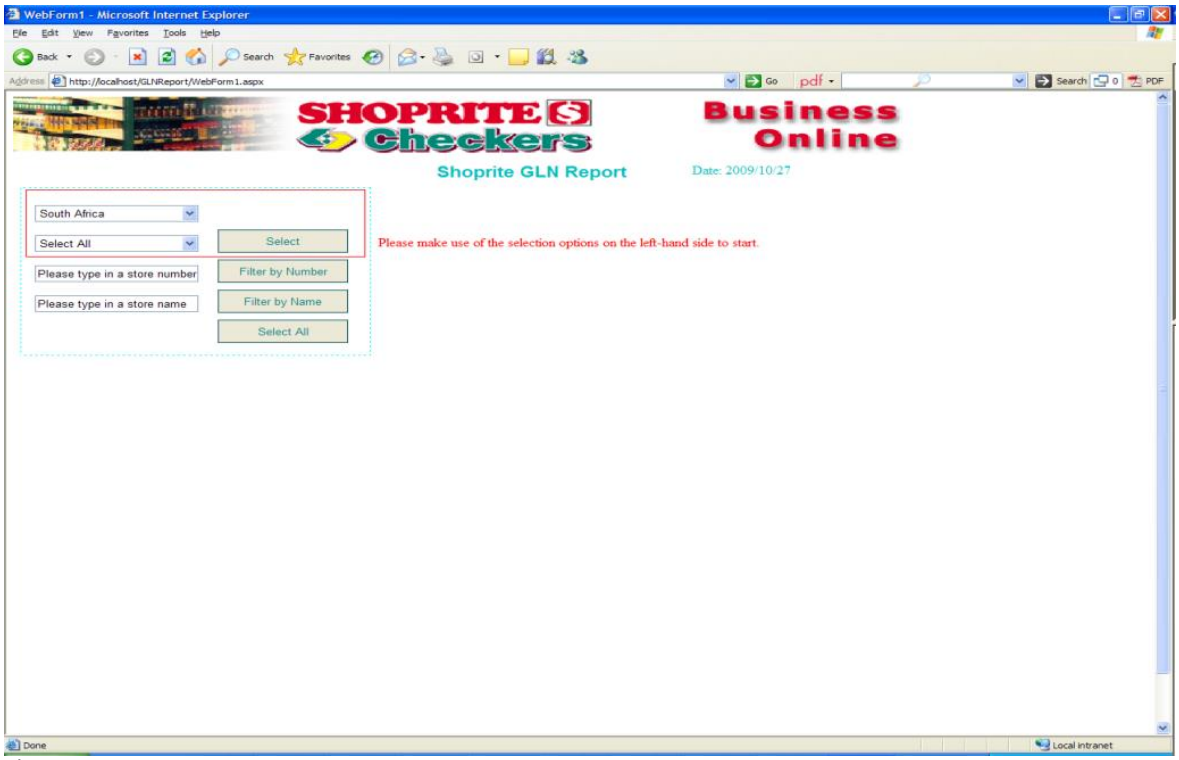
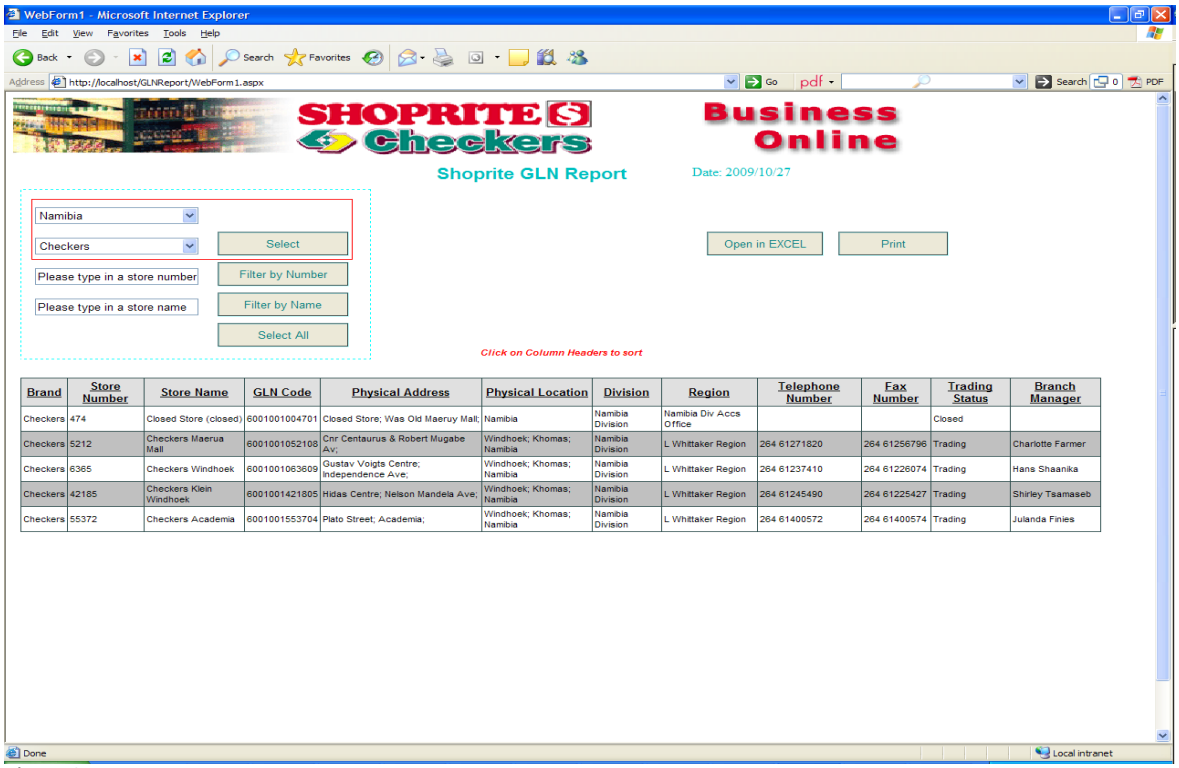


Figure 1



Brand	Store Number	Store Name	GLN Code	Physical Address	Physical Location	Division	Region	Telephone Number	Fax Number	Trading Status	Branch Manager
Checkers	474	Closed Store (closed)	6001001004701	Closed Store; Was Old Maeruy Mall;	Namibia	Namibia Division	Namibia Div Accs Office			Closed	
Checkers	5212	Checkers Maerua Mall	6001001052108	Cnr Centaurus & Robert Mugabe Av;	Windhoek; Khomas; Namibia	Namibia Division	L Whittaker Region	264 61271820	264 61256796	Trading	Charlotte Farmer
Checkers	6365	Checkers Windhoek	6001001063609	Gustav Voigts Centre; Independence Ave;	Windhoek; Khomas; Namibia	Namibia Division	L Whittaker Region	264 61237410	264 61226074	Trading	Hans Shaanika
Checkers	42185	Checkers Klein Windhoek	6001001421805	Hidas Centre; Nelson Mandela Ave;	Windhoek; Khomas; Namibia	Namibia Division	L Whittaker Region	264 61245490	264 61225427	Trading	Shirley Tsamaseb
Checkers	55372	Checkers Academia	6001001553704	Plato Street; Academia;	Windhoek; Khomas; Namibia	Namibia Division	L Whittaker Region	264 61400572	264 61400574	Trading	Julanda Finies

Figure 2

How to filter by store number

To filter by a store number type in the store's unique number (see figure 4 e.g. 2701) and click on the "Filter by Number". There is no need to make any selections from any other drop down boxes.

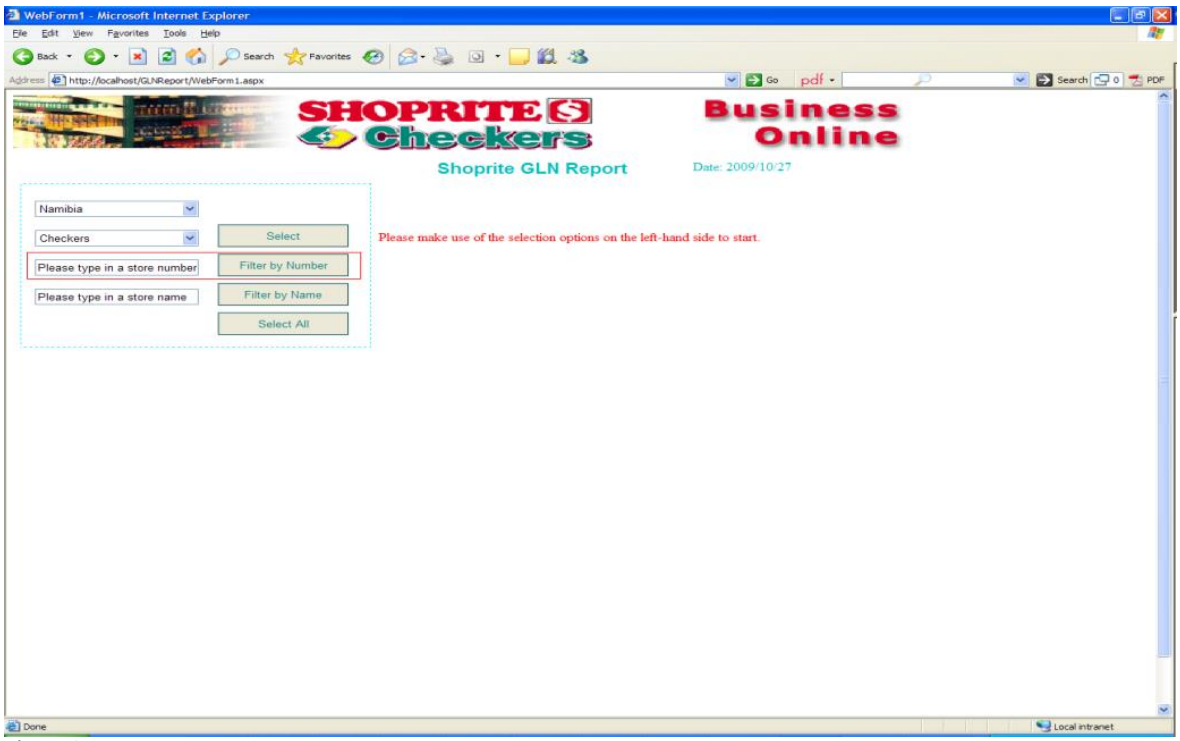


Figure 3

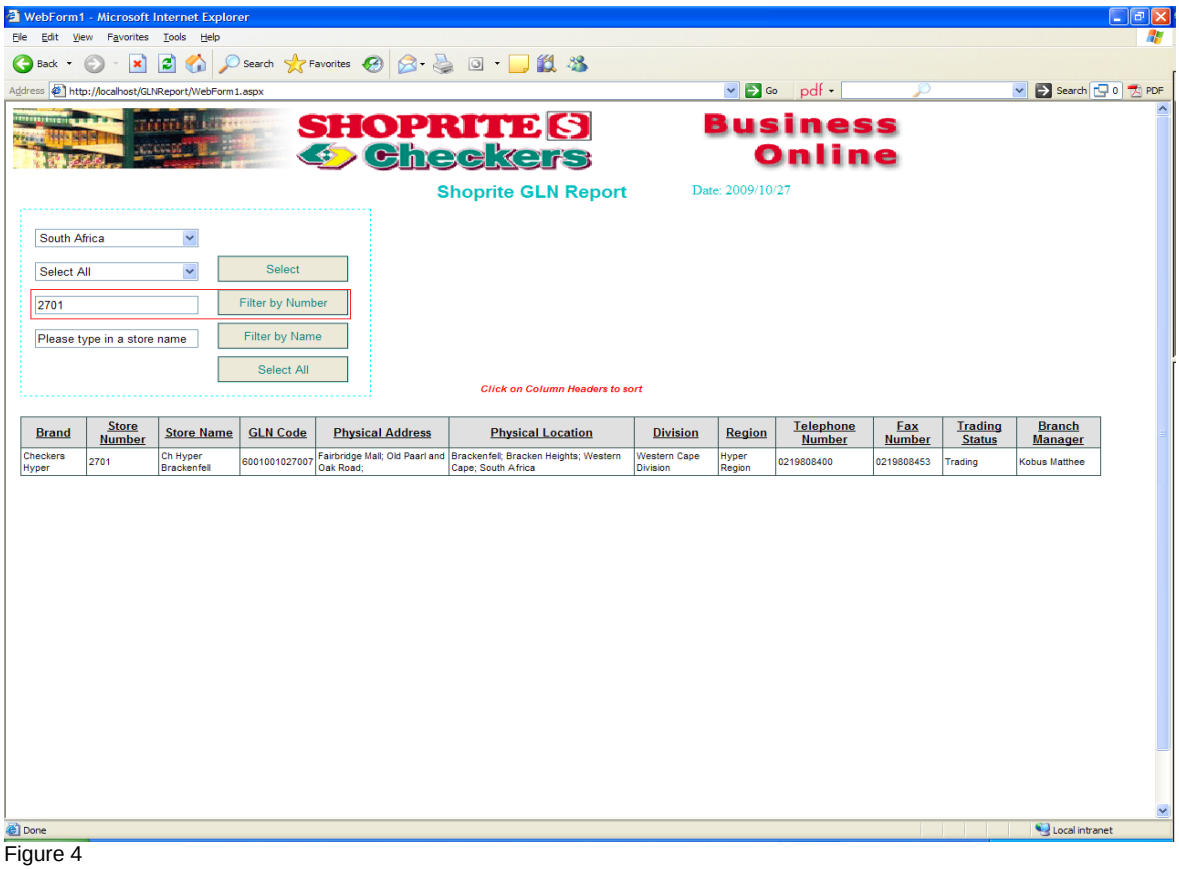

WebForm1 - Microsoft Internet Explorer
http://localhost/GLNReport/WebForm1.aspx
SHOPRITE Checkers
Business Online
Shoprite GLN Report
Date: 2009/10/27
South Africa
Select All
Select
2701
Filter by Number
Please type in a store name
Filter by Name
Select All
Click on Column Headers to sort
Brand | Store Number | Store Name | GLN Code | Physical Address | Physical Location | Division | Region | Telephone Number | Fax Number | Trading Status | Branch Manager
Checkers Hyper | 2701 | Ch Hyper Brackenfell | 6001001027007 | Fairbridge Mall; Old Paarl and Oak Road; | Brackenfell; Bracken Heights; Western Cape; South Africa | Western Cape Division | Hyper Region | 0219808400 | 0219808453 | Trading | Kobus Matthee
Done
Local intranet

Figure 4

How to filter by a store Name

To filter by a store name, type in the stores name or part of it (see figure 6 e.g. Bracken for Brackenfell) and click on “Filter by Name”. This will return all the stores with the sequence of letters ‘Bracken’ in the name. This search is not case sensitive therefore the name does not need to be in the correct case. **There’s no need to make any selections from any other drop down boxes**.

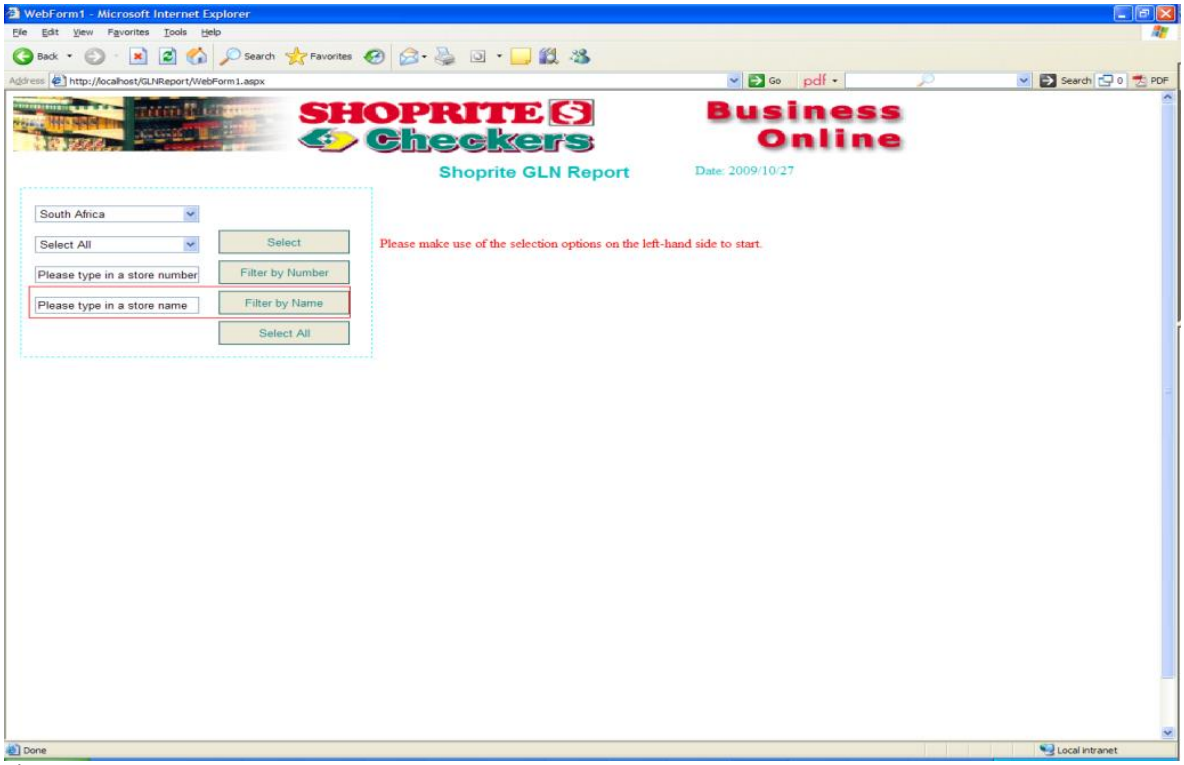
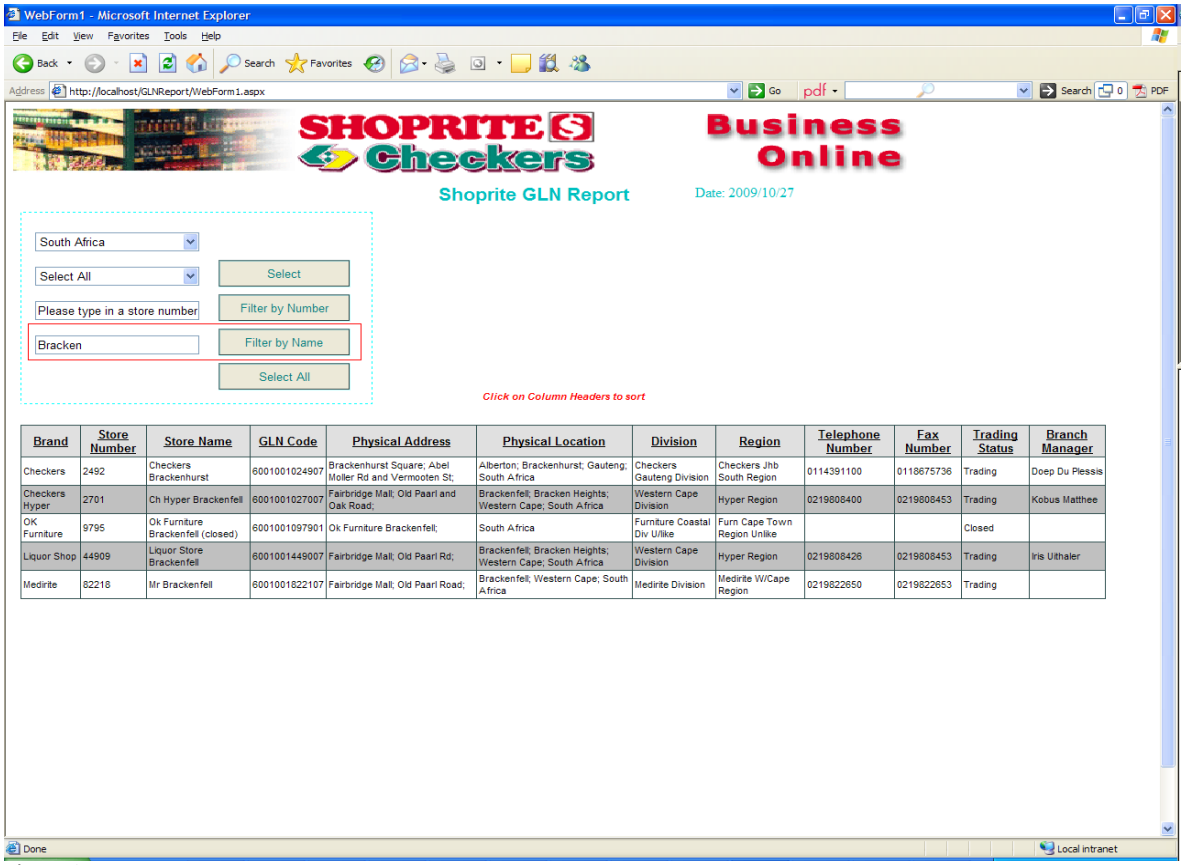


Figure 5



Brand	Store Number	Store Name	GLN Code	Physical Address	Physical Location	Division	Region	Telephone Number	Fax Number	Trading Status	Branch Manager
Checkers	2492	Checkers Brackenhurst	6001001024907	Brackenhurst Square; Abel Moller Rd and Vermooten St;	Alberton; Brackenhurst; Gauteng; South Africa	Checkers Gauteng Division	Checkers Jhb South Region	0114391100	0118675736	Trading	Doep Du Plessis
Checkers Hyper	2701	Ch Hyper Brackenfell	6001001027007	Fairbridge Mall; Old Paarl and Oak Road;	Brackenfell; Bracken Heights; Western Cape; South Africa	Western Cape Division	Hyper Region	0219808400	0219808453	Trading	Kobus Matthee
OK Furniture	9795	Ok Furniture Brackenfell (closed)	6001001097901	Ok Furniture Brackenfell;	South Africa	Furniture Coastal Div U/like	Furn Cape Town Region Unlike			Closed	
Liquor Shop	44909	Liquor Store Brackenfell	6001001449007	Fairbridge Mall; Old Paarl Rd;	Brackenfell; Bracken Heights; Western Cape; South Africa	Western Cape Division	Hyper Region	0219808426	0219808453	Trading	Iris Uithaler
Medirite	82218	Mr Brackenfell	6001001822107	Fairbridge Mall; Old Paarl Road;	Brackenfell; Western Cape; South Africa	Medirite Division	Medirite W/Cape Region	0219822650	0219822653	Trading	

Figure 6

The select All Button

The “Select All” Button will return the data for all the stores for all the countries that belongs to the Shoprite Group.

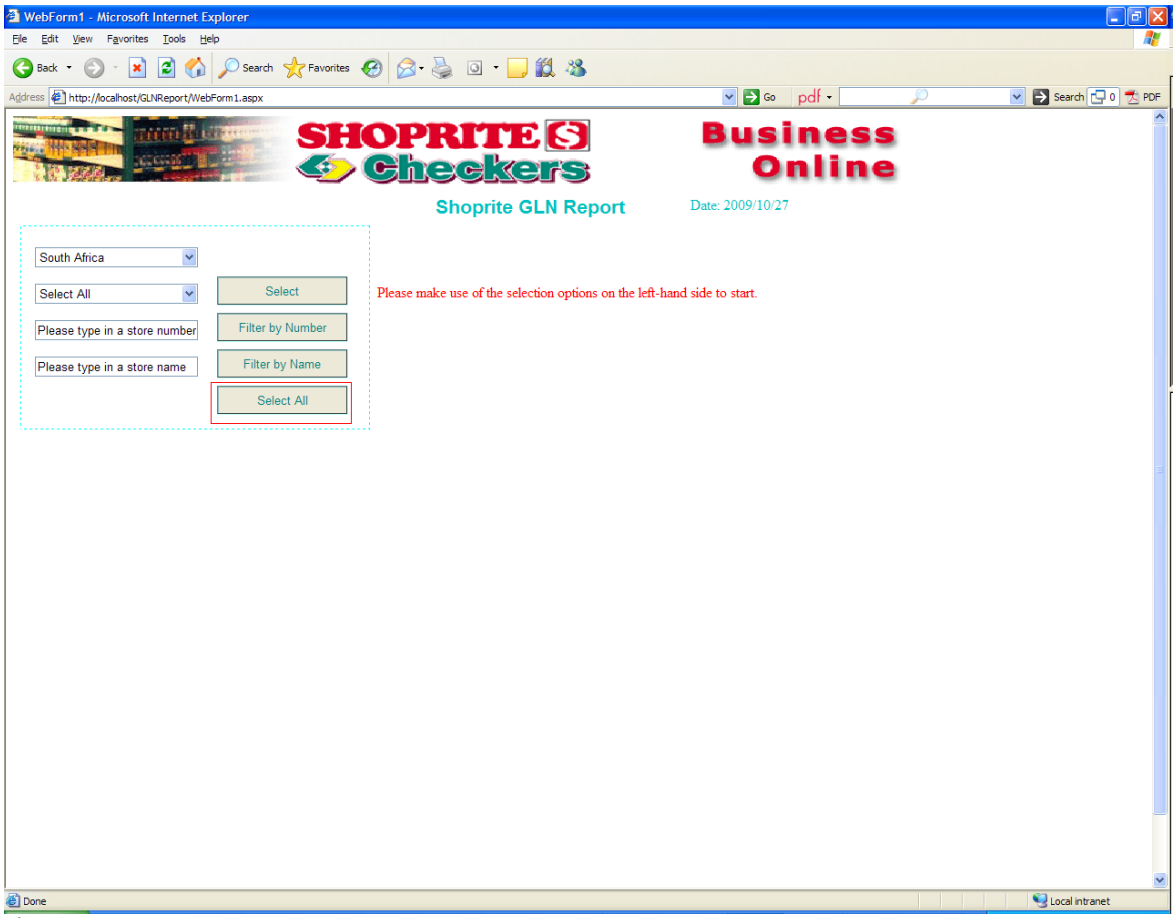
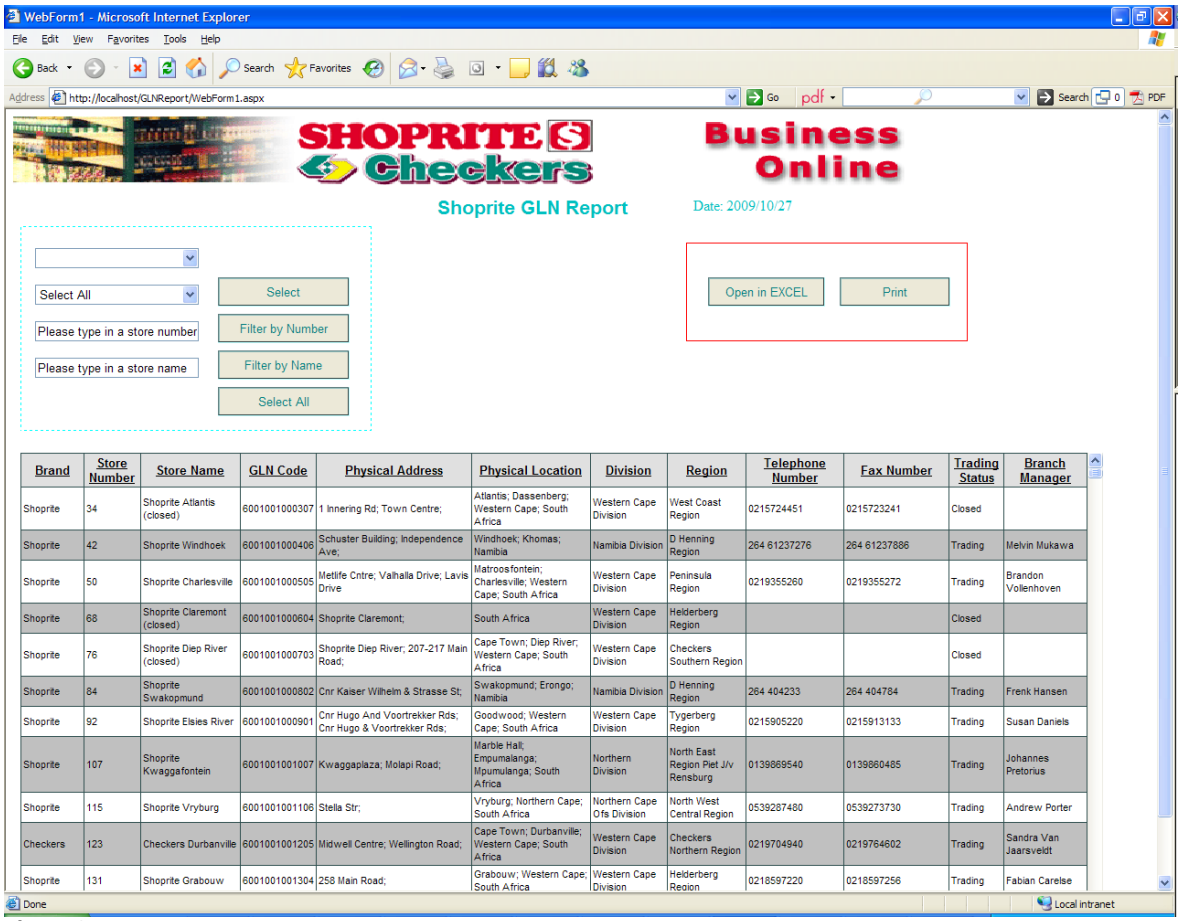


Figure 7

Open in Excel and Print

The “Open in EXCEL” and “Print” button only appears if six or more branches are returned from the system. They will disappear when less than six stores are returned. If you click the button “Open in EXCEL” the file will open a Download File dialog box “Do you want to open or save this file?”(see figure 9**).** If you click on Open the GLN Report will automatically paste into Excel.

The Excel GLN Location report can be formatted with data filter and columns can be adjusted to fit the page. If you click on the “Save” it will download to your machine or file path specified by you. If you click on the “cancel” it will return to the GLN Location report. Figure 10 returns the print screen of the report. On the left hand side, the PRINT button appears. If you click on print, your printer properties box will appear from where you can print the report. **Please ensure that your page setup is set to Landscape before printing the report.**



Brand	Store Number	Store Name	GLN Code	Physical Address	Physical Location	Division	Region	Telephone Number	Fax Number	Trading Status	Branch Manager
Shoprite	34	Shoprite Atlantis (closed)	6001001000307	1 Innering Rd; Town Centre;	Atlantis; Dassenberg; Western Cape; South Africa	Western Cape Division	West Coast Region	0215724451	0215723241	Closed	
Shoprite	42	Shoprite Windhoek	6001001000406	Schuster Building; Independence Ave;	Windhoek; Khomas; Namibia	Namibia Division	D Henning Region	264 61237276	264 61237886	Trading	Melvin Mukawa
Shoprite	50	Shoprite Charlesville	6001001000505	Metlife Cntre; Valhalla Drive; Lavis Drive	Matroosfontein; Charlesville; Western Cape; South Africa	Western Cape Division	Peninsula Region	0219355260	0219355272	Trading	Brandon Vollenhoven
Shoprite	68	Shoprite Claremont (closed)	6001001000604	Shoprite Claremont;	South Africa	Western Cape Division	Helderberg Region			Closed	
Shoprite	76	Shoprite Diep River (closed)	6001001000703	Shoprite Diep River; 207-217 Main Road;	Cape Town; Diep River; Western Cape; South Africa	Western Cape Division	Checkers Southern Region			Closed	
Shoprite	84	Shoprite Swakopmund	6001001000802	Cnr Kaiser Wilhelm & Strasse St;	Swakopmund; Erongo; Namibia	Namibia Division	D Henning Region	264 404233	264 404784	Trading	Frenk Hansen
Shoprite	92	Shoprite Elsies River	6001001000901	Cnr Hugo And Voortrekker Rds; Cnr Hugo & Voortrekker Rds;	Goodwood; Western Cape; South Africa	Western Cape Division	Tygerberg Region	0215905220	0215913133	Trading	Susan Daniels
Shoprite	107	Shoprite Kwaggafontein	6001001001007	Kwaggaplaza; Molapi Road;	Marble Hall; Empumalanga; Mpumulanga; South Africa	Northern Division	North East Region Piet J/v Rensburg	0139869540	0139860485	Trading	Johannes Pretorius
Shoprite	115	Shoprite Vryburg	6001001001106	Stella Str;	Vryburg; Northern Cape; South Africa	Northern Cape Ofs Division	North West Central Region	0539287480	0539273730	Trading	Andrew Porter
Checkers	123	Checkers Durbanville	6001001001205	Midwell Centre; Wellington Road;	Cape Town; Durbanville; Western Cape; South Africa	Western Cape Division	Checkers Northern Region	0219704940	0219764602	Trading	Sandra Van Jaarsveldt
Shoprite	131	Shoprite Grabouw	6001001001304	258 Main Road;	Grabouw; Western Cape; South Africa	Western Cape Division	Helderberg Region	0218597220	0218597256	Trading	Fabian Carelse

Figure 8

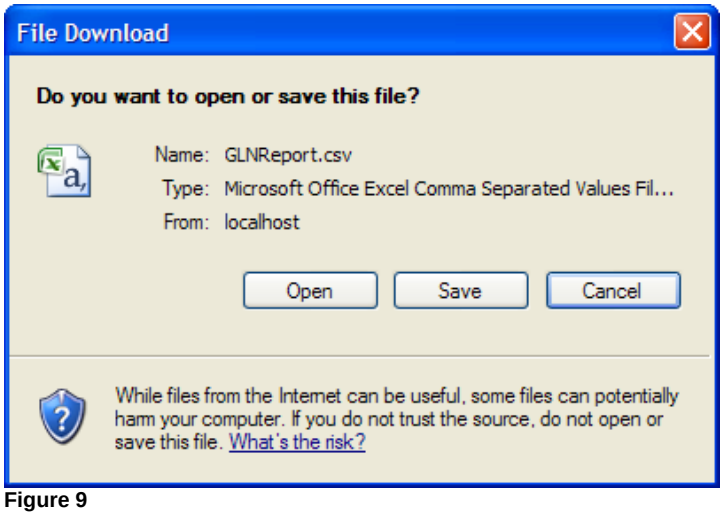
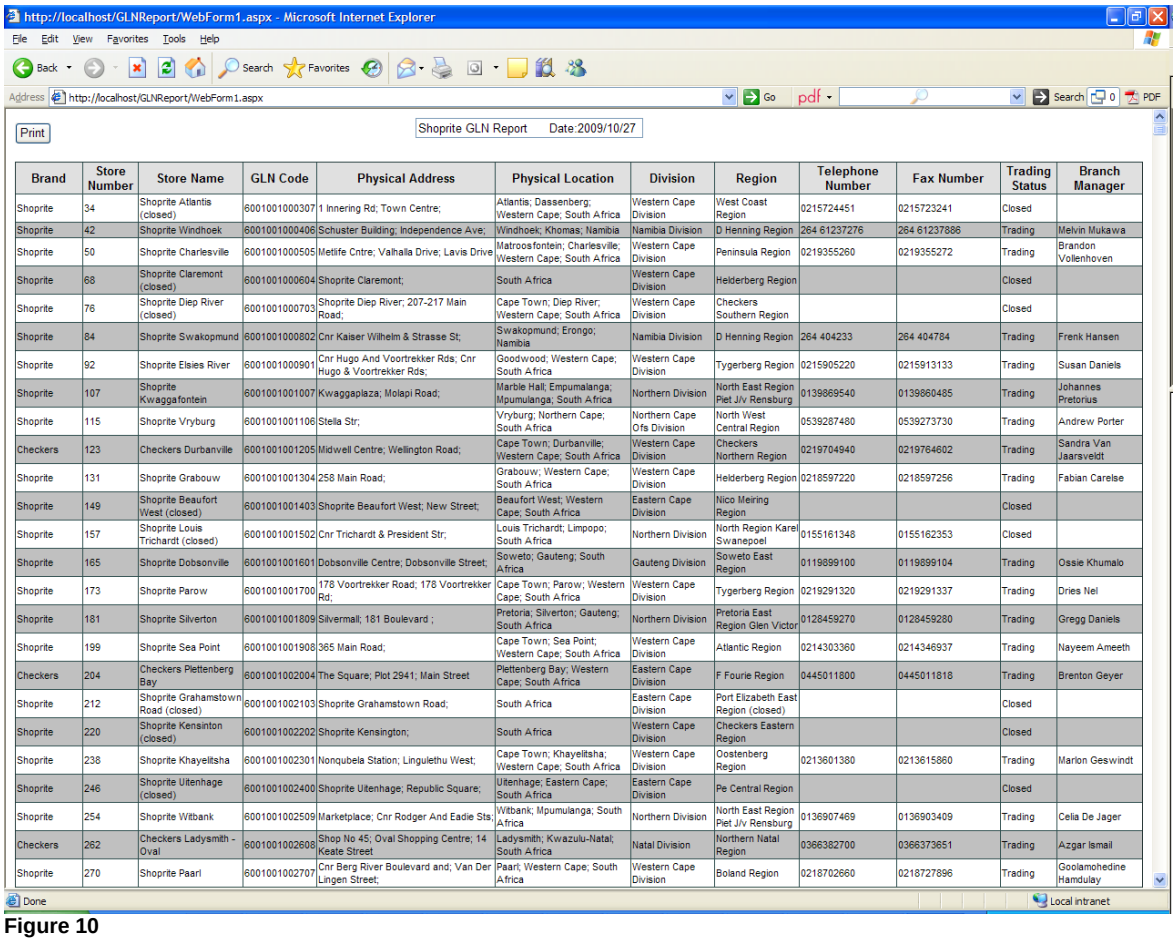

File Download
Do you want to open or save this file?
Name: GLNReport.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: localhost
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 9



Brand	Store Number	Store Name	GLN Code	Physical Address	Physical Location	Division	Region	Telephone Number	Fax Number	Trading Status	Branch Manager
Shoprite	34	Shoprite Atlantis (closed)	6001001000307	1 Innering Rd; Town Centre;	Atlantis; Dassenberg; Western Cape; South Africa	Western Cape Division	West Coast Region	0215724451	0215723241	Closed	
Shoprite	42	Shoprite Windhoek	6001001000406	Schuster Building; Independence Ave;	Windhoek; Khomas; Namibia	Namibia Division	D Henning Region	264 61237276	264 61237886	Trading	Melvin Mukawa
Shoprite	50	Shoprite Charlesville	6001001000505	Metlife Cntre; Valhalla Drive; Lavis Drive	Matroosfontein; Charlesville; Western Cape; South Africa	Western Cape Division	Peninsula Region	0219355260	0219355272	Trading	Brandon Vollenhoven
Shoprite	68	Shoprite Claremont (closed)	6001001000604	Shoprite Claremont;	South Africa	Western Cape Division	Helderberg Region			Closed	
Shoprite	76	Shoprite Diep River (closed)	6001001000703	Shoprite Diep River; 207-217 Main Road;	Cape Town; Diep River; Western Cape; South Africa	Western Cape Division	Checkers Southern Region			Closed	
Shoprite	84	Shoprite Swakopmund	6001001000802	Cnr Kaiser Wilhelm & Strasse St;	Swakopmund; Erongo; Namibia	Namibia Division	D Henning Region	264 404233	264 404784	Trading	Frenk Hansen
Shoprite	92	Shoprite Elsies River	6001001000901	Cnr Hugo And Voortrekker Rds; Cnr Hugo & Voortrekker Rds;	Goodwood; Western Cape; South Africa	Western Cape Division	Tygerberg Region	0215905220	0215913133	Trading	Susan Daniels
Shoprite	107	Shoprite Kwaggafontein	6001001001007	Kwaggaplaza; Molapi Road;	Marble Hall; Empumalanga; Mpumulanga; South Africa	Northern Division	North East Region Piet J/v Rensburg	0139869540	0139860485	Trading	Johannes Pretorius
Shoprite	115	Shoprite Vryburg	6001001001106	Stella Str;	Vryburg; Northern Cape; South Africa	Northern Cape Ofs Division	North West Central Region	0539287480	0539273730	Trading	Andrew Porter
Checkers	123	Checkers Durbanville	6001001001205	Midwell Centre; Wellington Road;	Cape Town; Durbanville; Western Cape; South Africa	Western Cape Division	Checkers Northern Region	0219704940	0219764602	Trading	Sandra Van Jaarsveldt
Shoprite	131	Shoprite Grabouw	6001001001304	258 Main Road;	Grabouw; Western Cape; South Africa	Western Cape Division	Helderberg Region	0218597220	0218597256	Trading	Fabian Carelse
Shoprite	149	Shoprite Beaufort West (closed)	6001001001403	Shoprite Beaufort West; New Street;	Beaufort West; Western Cape; South Africa	Eastern Cape Division	Nico Meiring Region			Closed	
Shoprite	157	Shoprite Louis Trichardt (closed)	6001001001502	Cnr Trichardt & President Str;	Louis Trichardt; Limpopo; South Africa	Northern Division	North Region Karel Swanepoel	0155161348	0155162353	Closed	
Shoprite	165	Shoprite Dobsonville	6001001001601	Dobsonville Centre; Dobsonville Street;	Soweto; Gauteng; South Africa	Gauteng Division	Soweto East Region	0119899100	0119899104	Trading	Ossie Khumalo
Shoprite	173	Shoprite Parow	6001001001700	178 Voortrekker Road; 178 Voortrekker Rd;	Cape Town; Parow; Western Cape; South Africa	Western Cape Division	Tygerberg Region	0219291320	0219291337	Trading	Dries Nel
Shoprite	181	Shoprite Silverton	6001001001809	Silvermall; 181 Boulevard ;	Pretoria; Silverton; Gauteng; South Africa	Northern Division	Pretoria East Region Glen Victor	0128459270	0128459280	Trading	Gregg Daniels
Shoprite	199	Shoprite Sea Point	6001001001908	365 Main Road;	Cape Town; Sea Point; Western Cape; South Africa	Western Cape Division	Atlantic Region	0214303360	0214346937	Trading	Nayeem Ameeth
Checkers	204	Checkers Plettenberg Bay	6001001002004	The Square; Plot 2941; Main Street	Plettenberg Bay; Western Cape; South Africa	Eastern Cape Division	F Fourie Region	0445011800	0445011818	Trading	Brenton Geyer
Shoprite	212	Shoprite Grahamstown Road (closed)	6001001002103	Shoprite Grahamstown Road;	South Africa	Eastern Cape Division	Port Elizabeth East Region (closed)			Closed	
Shoprite	220	Shoprite Kensinton (closed)	6001001002202	Shoprite Kensington;	South Africa	Western Cape Division	Checkers Eastern Region			Closed	
Shoprite	238	Shoprite Khayelitsha	6001001002301	Nonqubela Station; Lingulethu West;	Cape Town; Khayelitsha; Western Cape; South Africa	Western Cape Division	Oostenberg Region	0213601380	0213615860	Trading	Marlon Geswindt
Shoprite	246	Shoprite Uitenhage (closed)	6001001002400	Shoprite Uitenhage; Republic Square;	Uitenhage; Eastern Cape; South Africa	Eastern Cape Division	Pe Central Region			Closed	
Shoprite	254	Shoprite Witbank	6001001002509	Marketplace; Cnr Rodger And Eadie Sts;	Witbank; Mpumulanga; South Africa	Northern Division	North East Region Piet J/v Rensburg	0136907469	0136903409	Trading	Celia De Jager
Checkers	262	Checkers Ladysmith - Oval	6001001002608	Shop No 45; Oval Shopping Centre; 14 Keate Street	Ladysmith; Kwazulu-Natal; South Africa	Natal Division	Northern Natal Region	0366382700	0366373651	Trading	Azgar Ismail
Shoprite	270	Shoprite Paarl	6001001002707	Cnr Berg River Boulevard and; Van Der Lingen Street;	Paarl; Western Cape; South Africa	Western Cape Division	Boland Region	0218702660	0218727896	Trading	Goolamohedine Hamdulay

Figure 10